



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
t 01786 475 140
e: info@cosca.org.uk w: www.cosca.org.uk

COSCA Treasurer (Voluntary Position)

COSCA (Counselling & Psychotherapy in Scotland) is Scotland's professional body for counselling and psychotherapy. We are a recognised charity, and a company limited by guarantee.

We are seeking to appoint a new Treasurer.

The Treasurer is an office bearer on COSCA's Board and has the general responsibilities of a Trustee.

The Treasurer has the particular responsibility for maintaining an overview of COSCA's financial affairs, including:

- ensuring appropriate accounting procedures and controls are in place, along with reserves, investment and risk management policies
- providing advice to relevant staff as requested.

You will be required to attend 4 meetings of the Board per annum and COSCA's AGM. You will also be required to prepare short quarterly financial reports and assist with the preparation of an annual budget.

A professional working background that lends itself to working strategically with financial information is required.

Further information including a full job description can be found on COSCA's website under vacancies. www.cosca.org.uk

To apply, please send a letter of application detailing how your knowledge and skills relate to the job description to brian@cosca.org.uk. The submission deadline is 12 noon on 2026. Short-listed candidates will be invited to discuss their letter of application.



COSCA (Counselling & Psychotherapy in Scotland)
16 Melville Terrace | Stirling | FK8 2NE
t 01786 475 140 f: 01786 446 207
e: info@cosca.org.uk w: www.cosca.org.uk

Post of COSCA Treasurer: Voluntary Position

POSITION:	Voluntary
HOURS:	4 meetings plus AGM per annum
LENGTH OF APPOINTMENT:	2 years initially
BASED AT:	Own location and Stirling
EXPENSES:	Agreed out-of-pocket expenses

Job Description: COSCA Treasurer

Role:

The Treasurer, appointed by COSCA's Board initially for two years, has the general role of a Trustee of COSCA and an Office Bearer Member of COSCA's Board.

Responsibilities:

Working closely with COSCA's Board and Chief Executive, the Treasurer's responsibilities include:

- maintaining an overview of COSCA's financial affairs
- ensuring appropriate accounting procedures and controls are in place, along with reserves, investment and risk management policies
- providing advice to relevant staff as requested.

Tasks:

- attending 4 meetings of COSCA's Board and COSCA's Annual General Meeting
- preparing and submitting short quarterly and annual financial reports to COSCA's Board
- acting as one of the signatories for COSCA's cheques if required
- providing financial information for new grant applications
- assisting with the completion of the Trustee's Annual Report
- involvement in the Chair's Action procedure for policy decision taking between Board meetings if required

Skills and Experience:

The Treasurer will have:

- a professional working background that lends itself to working strategically with financial information
- a high level of written and verbal communication skills
- a friendly, flexible and courteous approach and the ability to collaborate with others
- an interest in COSCA's work of promoting and advancing counselling and psychotherapy

Conditions:

The post is voluntary and part-time. Agreed out of pocket expenses are reimbursed.

February 2026

Brian Magee
Chief Executive
COSCA (Counselling & Psychotherapy in Scotland)

Charity Registered in Scotland No. SC018887
Charitable Company Limited by Guarantee Registered in Scotland No. 142360