



**COSCA (Counselling & Psychotherapy in Scotland)**  
**16 Melville Terrace | Stirling | FK8 2NE**  
**t 01786 475 140**  
**e: [info@cosca.org.uk](mailto:info@cosca.org.uk) w: [www.cosca.org.uk](http://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](http://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](mailto:brian@cosca.org.uk). The submission deadline is 12 noon on Tuesday 11 August 2026. Short-listed candidates will be invited to discuss their letter of application.



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## 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.

July 2026

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

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