



BOARD VACANCY: Treasurer

The [Scottish Fair Trade Forum](#) is the national membership network organisation promoting Fair Trade across Scotland. Established in January 2007 by a group of Fair Trade campaigners, Scotland-based non-governmental organisations and supported by the Scottish Government, the Scottish Fair Trade Forum was tasked with leading the effort to become one of the world's first Fair Trade Nations. In 2013, Scotland fulfilled the criteria to be declared a Fair Trade Nation and this status was renewed in 2017. Our commitment to Fair Trade is drawn from the resolve to challenge global poverty and the recognition of the need for fairness in international trading to preserve the dignity and rights of producers. The Scottish Government is a key supporter of the Fair Trade Nation campaign and provides core funding to the Scottish Fair Trade Forum.

As an independent body with membership open to any individual or organisation interested in meaningfully promoting Fair Trade in Scotland, we are also reliant on membership fees. We aim for a membership base that reflects the diversity of Scottish society - an essential part of becoming and maintaining Fair Trade Nation status.

An exciting opportunity has arisen on the Board of the Scottish Fair Trade Forum. The Forum is seeking an enthusiastic individual to join the Board with an interest in taking up the role as Treasurer, as it fell vacant at our 2018 AGM, to help continue the successful work of the Forum in embedding Fair Trade and ensuring the Forum continues to use its funds to promote the message of Fair Trade across Scotland. You do not need to be a qualified accountant but you should be comfortable with handling finance and have experience of using applications such as Free Agent (which we use as our financial management system) and Microsoft Excel .

This is an important role for the Forum and the Treasurer will work with Forum staff members to ensure that the Forum complies with the requirements of OSCR and Companies House. Specific responsibilities are:

- Advising the Management Board on financial matters;
- Controlling and accounting for the organisation's finances;
- Chairing meetings of any financial sub-committees;
- Preparing the treasurer's report for AGMs;
- Liaising with the appointed independent examiner;
- Advising the management committee of future financial requirements;
- Overseeing the practical financial requirements.

Day-to-day financial business is dealt with by paid staff with support from the Treasurer when required.

The Scottish Fair Trade Forum
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Scottish
Fair Trade
Forum

The Treasurer is a key Office Bearer of the Forum and therefore should be available to attend Board and Management Committee Meetings which take place every two months.

All of the Forum's Board positions are voluntary and unpaid.

If you are interested in finding out more about this important role and wish to be considered for co-option to the Board, please contact Graeme Clark, Chair of the Forum on recruitment@sftf.org.uk