



SCOTTISH BRIDGE UNION

Post of Treasurer

*Do you have strong interpersonal skills, a working knowledge and understanding of financial records and reporting requirements and enjoy a challenge? If so, Scottish Bridge Union are seeking a **Treasurer** whose main tasks will be to:*

- prepare and present financial accounts as a registered Scottish Charitable Incorporated Organisation*
- provide sound financial advice and guidance to all relevant parties*
- develop, implement, evaluate and review finance related policies and procedures*

Job Title	Treasurer of SBU
Reports to	Chair of Finance Committee
Member of	Finance Committee and the Operational Management Team
Time commitment	Approximately 10-15 hours per month
Remuneration	Unpaid with reasonable expenses
Term	2 years minimum

For further information contact Chair of Finance Committee, Sarah Gunn (email sarah.gunn@live.co.uk)