



Preparing young people with skills for life

AREA TREASURER British Scouting Overseas Applicant Pack



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About us

Overview of Scouting

We are the UK's biggest mixed youth organisation. We change lives by offering 6 to 25 year olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others so that we make a positive impact in communities.

Scouting helps children and young adults reach their full potential. Our members gain valuable skills for life including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. We help young people to get jobs, save lives and even change the world.



What do Scouts do?

Scouts take part in a wide range of activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. As a Scout you can learn survival skills, first aid, computer programming or even how to fly a plane. There's something for everyone. It's a great way to have fun, make friends, get outdoors, express your creativity and experience the wider world.

What do volunteers do?

This everyday adventure is only possible thanks to our team of adult volunteers, who support Scouts in a wide range of roles from working directly with young people, to helping manage a local community based Group, to being a charity Trustee. We help volunteers get the most out of their experiences at Scouts by providing opportunities for adventure, training, fun and friendship.

Our award winning training scheme for volunteers means that adults get as much from Scouts as young people. Our approach focuses on what you want to get out of volunteering with Scouts, while respecting how much time you can offer. Over 90% of Scout volunteers say that their skills and experiences have been useful in their work or personal life.

Key facts and figures

The Scout Association is a UK charity founded in 1907 and now boasts a membership of over 620,000 young people and adult leaders. We are the largest mixed youth movement in the UK. Scouting activity is delivered through 7,000-plus community based Scout Groups nationwide.

Scouting is widely recognised and is one of the most trusted charities in the UK, giving it a significant level of influence and responsibility. Scouting's greatest strength lies in its grass roots. It is locally that Scouting is best able to identify and work directly with young people most in need.

We believe that through the everyday adventure of Scouting, young people and adult volunteers regularly experience new challenges that enrich and change their lives.

The current focus for the Trustees and those in Scouting in the UK is delivering our strategic vision.

Our strategy

A new strategic plan for Scouting across the UK has been introduced which will secure our strategic direction through to 2023 and will grow on the success of the previous plan. BSO Area and District teams will play a key part in leading the delivery of this strategy across BSO. More details on the work towards our new plan are available at www.scouts.org.uk/ourplan



By 2023 we will have prepared more young people with skills for life, supported by amazing leaders delivering an inspiring programme. We will be growing, more inclusive, shaped by young people and making a bigger impact in our communities.

Further information on our strategic objectives are provided on our website at www.scouts.org.uk/ourplan.

Scouting's fundamentals

Our mission

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Our values

As Scouts, we are guided by these values:

Integrity

Respect

Care

Belief

Co-operation

Further information on our fundamentals, including details of our values, are provided on our website at

<http://scouts.org.uk/about-us/key-policies/fundamentals-of-scouting/>



Scouting's key policies

In common with all members in Scouting, the Area Treasurer for BSO is required to promote and follow our key policies. The policies cover:

***Child Protection *Equal Opportunities *Religion *Safety**

These policies are fully explained on our website at <http://scouts.org.uk/about-us/key-policies/>

About British Scouting Overseas

British Scouting Overseas (BSO) allows members of UK Scouting to take part in the UK programme despite being outside of the United Kingdom. BSO is split in to 4 Scout Districts (Northern Europe, Middle East, France/Iberia and Rest of the World) and has a total membership of 3,647 according to the 2019 census. Operating in 28 different countries, each with their own legislation, is a unique challenge to BSO and as such, strong working relationships with National Scout Organisations and local government in the host countries are in place to ensure our members have a rewarding and safe experience as part of BSO

Because of the nature of BSO, as well as the UK Charity requirements, significant funds are managed and transferred internationally. The last approved Statement of Accounts can be found here: <https://bit.ly/2Ku6fKx>

The role

Role description

Purpose: To provide sound financial administration, support and information to the Area Executive Committee in accordance with the Policy, Organisation and Rules of The Scout Association.

Appointed by: Nomination to and Election by the Area Scout Council

Responsible to: The Area Scout Council

Internal Contacts: Area Chairman, Area Secretary, Area Executive Members, Area Commissioner, District Treasurers, major event financial leads, Finance Team @ Gilwell Park

External contacts: Banking & Financial institutions (national and international),

Terms of appointment:

- Elected annually at the Area AGM
- The appointed volunteer is required to be (or become) a member of the Scouts, complete relevant training, and have a satisfactory safeguarding disclosure (DBS).
- The appointee must be eligible for charity trustee status and cleared to undertake regulated activity

Key tasks:

- Manage and monitor the financial activities of the Area.
- Act as Treasurer for the BSO Area Scout Council.
- Prepare and present financial reports and accounts to the Executive Committee.
- Lead the Executive Committee in the creation of budgets and financial planning and monitoring of these.
- Ensure that all financial reports, annual statements of accounts and supporting documents (including receipts, cheque books and bank statements) are maintained accurately and in accordance with legal regulations.
- Ensure the Area is financially able to function, has appropriate reserves and accounting procedures and controls in place.
- Prepare the Annual Statement of Accounts for independent examination and approval by the Executive Committee and presenting these at the Annual General Meeting.
- Administer the process of Independent Examination of the Annual Statement of Accounts in accordance with Policy, Organisation and Rules.
- Attend Executive Committee meetings and activities (normally online meeting).
- Act as a Charity Trustee for the Area*
- Contribute to the strategic aims and future development of the Area.
- General Executive Committee Responsibilities
 - To be a full and active participant in Executive Committee meetings and activities
 - To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules
 - A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Executive Committee
 - Willingness to complete various tasks which support the work of the Area Executive Committee

*Terms of Eligibility for Charity Trusteeship can be found in The Scout Association's Policy, Organisation and Rules; or by contacting the Charity Commission for England and Wales, the Charity Commission for Northern Ireland, or Office of the Scottish Charity Regulator.

Person specification

Knowledge & Experience	
Qualified ICAEW, ACCA or AAT member or an experienced financial professional	Essential
Previous experience of financial management or the role of a Charity Treasurer	Desireable
Knowledge of International fund transfers and optimum methods	Essential
Able to maintain independent and objective judgement	Essential
High level use of technology to manage Area Finances	Essential
Skills & Abilities	
Excellent written and communication skills	Essential
Provides advice and guidance effectively to others	Essential
Able to analyse financial information effectively	Essential
High level organisational and analytical abilities	Essential
Able to think creatively to meet the needs of BSO	Essential
Able to summarise financial information for different audiences	Essential
Can build and maintain relationships with a wide range of people	Essential
Ability to negotiate compromises	Essential
Plans, manages and monitors own tasks and time and is able to commit the necessary time to undertake the role effectively	Essential
Can construct and implement long-term plans	Essential
Digitally literate and comfortable with the use of video calling & remote working	Essential
Personal Qualities	
An understanding of the needs of adult volunteers	Essential
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the work of BSO	Essential
Acceptance of the fundamentals of the Scout Movement	Essential
Commitment to diversity and inclusion for all members of the community	Essential
Understand the impact that Scouting has on the community it serves	Essential

How to apply

Key dates

The closing date for applications is **29th February 2020**

Process

To apply, please complete the form at the end of this pack and return to irene.orford@britishscoutingoverseas.org.uk or complete the online form available <https://www.britishscoutingoverseas.org.uk/area-treasurer/>

Applications will be reviewed by the search group and shortlisted candidates will be invited for a further discussion during **January 2020**. These are likely to be held via videoconferencing.

This appointment is subject to formal election by the Area Scout Council and to providing a satisfactory disclosure check through the Disclosure and Barring Service.

Further information

For an informal discussion about the role, please email Irene Orford: irene.orford@britishscoutingoverseas.org.uk

More information regarding BSO can be found at <https://www.britishscoutingoverseas.org.uk>



Application Form – BSO Area Treasurer

If you are interested for applying for this Area Treasurer role, please complete the application form below.

This form is used to collect information about you and / or your nomination for the above-mentioned role, which is to be used by the BSO search team. As part of this form we collect personal data about you or your nominee. This is so we can contact your, or your nominee to ask for further information and explore your nomination or application. We do not share your personal data in this form with any third parties. We take your personal data privacy seriously. The data you provide to us is securely stored in secure online storage. We will keep the data we capture from this form for only as long as necessary. For further detail on our retention periods, and general information please visit our Data Protection Policy at <https://scouts.org.uk/dppolicy>

Name	
Telephone number	
Email address	
Please outline why you want to apply for the role of Area Treasurer:	
Please briefly explain why you would be suitable for this role, including professional and voluntary experience, within or outside Scouting (refer to role description):	
Please describe the skills you would bring to this role (refer to person specification):	
Please return this form to:	irene.orford@britishscoutingoverseas.org.uk
The closing date for receiving nominations is:	8 th January 2020