



Mayfield Farmhouse
5, Esk View Road
Dalkeith
Midlothian
EH22 5EA

amis.org.uk
contact@amis.org.uk

Office: 0131 447 7449
Helpline: 0330 094 9395

SCIO Charity number SC041467

TREASURER OF BOARD OF MANAGEMENT AND TRUSTEES (closing date June 28 2024)

Are you passionate about making a difference? Do you believe in standing up for justice and equality? Abused Men in Scotland (AMIS) is seeking a dedicated and compassionate individual to serve as the Treasurer of the Board of Management and Trustees. This is an exciting time to join AMIS with an opportunity to help lead the charity through a new and interesting phase of development.

Founded in 2010, AMIS provides Scotland's only national specialist helpline, involving longer-term casework if needed, for men experiencing domestic or partner abuse. We support individuals aged 16+ who identify as men, and anyone with concerns about such men. AMIS also provides training for other services wishing to learn more about supporting male victims, and engages with policy makers to highlight the need for support provision for all victims and survivors of domestic abuse in Scotland.

What are we looking for?

We are looking for a treasurer who has

- Experience in a board of management role, ideally in the third sector
- Knowledge of XERO and charity sector accounting

About AMIS

AMIS currently employs seven members of staff (5.25FTE)

We are pleased to report that recently secured funding from the Tudor Trust, National Lottery Community Fund, and the Scottish Government's Victim at the Centre Fund has effectively tripled AMIS's staffing, and potential impact, for the next two years. We will therefore have greater stability, increased capacity and new services to better support those who need our help.

As an expanding organisation we have engaged with the Cranfield Trust to help us bring additional skills and expertise to the board; building our team to meet the demands of our new situation.

This is an exciting time for a new treasurer to help build a committed team, and help guide our new projects to maximise the very real difference AMIS can make to the lives of men across Scotland who experience domestic or partner abuse, and to their families.

Further background information on the charity; its work, challenges and successes may be found in our Annual Report 2023, available from our [website here](#) .

The current AMIS board comprises eight trustees. At present board meetings are held in the evening every six weeks; and as AMIS is a small organisation trustees are expected to take on some management responsibility.

Key Responsibilities

The treasurer, in cooperation with the Finance and Admin Officer, CEO and trustees

- oversees and controls AMIS's finances; ensuring data is correctly entered on XERO and reconciled; and individual funds are managed accurately
- acts as a bank signatory, authorising salary and other payments
- presents clear, easily understood financial reports at all board meetings
- liaises with the appointed examiner for the annual Examination of Accounts, ensuring information is provided timeously
- ensures statutory returns are made on time to OSCR

Time commitment

There are currently nine board meetings per year (including the AGM). Trustees can attend in person or remotely. Meetings last approximately 1.5 hours. In addition we anticipate the treasurer will need to commit 2/3 hours per month to the role, but this can be flexible depending on input and activity.

Remuneration

The role is voluntary although reasonable expenses for travel, etc, may be claimed.

Location

This role can be carried out remotely although it may be beneficial to be within travel distance of the head office, located in Dalkeith, to engage with trustees and employees. Meetings are normally held via Zoom, with options to join from the Dalkeith office also.

Application process

Please apply by sending your CV and a short cover letter explaining why you are applying for this position to contact@amis.org.uk by May 17 2024.

Following the closing date we will be in touch and will invite shortlisted candidates for an interview to understand more about suitability to join AMIS.

If you would like an informal discussion regarding the role or any more information then please email contact@amis.org.uk and we will be in touch as soon as possible.