



National Synod of Scotland – SC011907

Synod Treasurer

Title:	Synod Treasurer
Reporting to:	Convenor, Resources Committee (if an employee position)
Liaison with:	Synod Finance Manager, Convener of the Resources Committee, Finance Officer, Synod Clerk, Synod Moderator.

Requirement

In accordance with the structure of the United Reformed Church the Synod Treasurer must be a member of Synod, that is a member of a local United Reformed Church or an LEP in which the United Reformed Church is a constituent member.

If this is a paid post then there is a genuine occupational requirement in accordance with the Equalities Act 2010 for the post holder to be a member of the United Reformed Church.

Purpose of the Role

The role of Synod Treasurer is to give an 'over-view' position to help maintain the financial integrity and financial sustainability of the Synod.

Responsibility

The main responsibility will be to offer oversight as necessary, ensuring proper management of the finances of the National Synod of Scotland and to assist in providing good governance according to the 2000 URC Act, the requirements of the Office of the Scottish Charity Regulator (OSCR), and other statutory bodies.

The Treasurer is not a Trustee of the Synod but is in attendance at Nominee Company (Trustee) meetings.

The Treasurer is a member of the Synod Resources Committee and the Synod Executive.

Key Duties

- present reports to Synod Meetings
- authorise large payments in accordance with agreed protocols
- attend the meeting of URC Synod Treasurers (normally one a year), the meeting of the Inter Synod Resource Sharing Group (normally one a year) and any other meetings at the request of the Convenor of the Synod Resources Committee

- assist the Finance Manager as required with the annual budgeting process, audit process, Mission and Ministry Fund contribution and Inter Synod Resource Sharing contribution requests
- advise the Nominees Company regarding the annual financial statements of the Synod and to timeously report to the Chair of the Nominee Company any risk of, or actual, material variance to the overall budget.
- convene Resources Committee in the absence of Convenor
- advise and assist the maintenance of Synod Risk Register

Skills and experience

- good communication skills in accounting, finance or a related field
- awareness of financial regulations and compliance requirements
- ability to work collaboratively
- ability to interpret and analyse complex financial data
- experience in not-for-profit/charitable organisations

Commitment

- Resources Committee meet five times per year and usually during the day via Zoom
- Synod meets on two Saturdays per year in hybrid format, online and in person.
- Nominees Company meet via Zoom usually 4 evenings per year
- Attendance in the office is flexible and left to the office holder to organise with the Synod Finance Manager, as and when requested.
- Flexibility and willingness to travel for meetings and conferences with occasional overnight stays

Data Protection Obligations

In order to meet the requirements of data protection legislation all those undertaking any role within the Synod are asked to sign an undertaking to maintain confidentiality. This includes having an email address that no one else uses. At the end of any period of service you would be required to delete all confidential emails and return all confidential papers to the Synod Office. You would also be asked to declare that you have securely destroyed all confidential emails.

Terms of Engagement

It is envisaged that the role might require approximately 25 days per year. The post has previously been advertised as a paid employee role. No applications were received, therefore a dual approach is now offered.

Volunteer appointment.

The Synod is still willing to employ a Treasurer on the terms as specified below but realises that there may be applicants who would not wish to become Synod employees. Therefore the post is also available to someone in a voluntary capacity. Should the role be undertaken

voluntarily then agreed expenses will be paid on receipt of expense claims accompanied by receipts. No additional payment will be made.

Paid appointment

A payment of £7,000 per annum is offered and is subject to HMRC deductions. Agreed expenses will be paid on receipt of expense claims accompanied by receipts.

Regardless of whether an appointment is made for a volunteer or employed post, the post will be subject to a safer recruitment process, including CV, interview and references, and a Level 1 Disclosure Scotland criminal record check.

If you are interested in supporting the overall work of the National Synod of Scotland through this post, or would like to discuss the role further, please contact:

Synod Moderator
Revd Lindsey Sanderson
moderator@urcscotland.org.uk

Convener of the Synod Executive
Revd Susan Henderson
synodexec@urcscotland.org.uk

The closing date for applications is Friday 27th March 2026.