



## Job Description: Finance Director

### ROLE DESCRIPTION:

**Role:** Non-Executive Finance Director-Treasurer

**Reports to:** Board of Directors

### About this Role:

The Treasurer is a vital volunteer position within Nurture Steps. The primary responsibility is to oversee and provide strategic guidance on the organisation's financial management, ensuring transparency, compliance, and effective use of funds to support the charity's mission. Previous experience in a board position is preferred.

### General & Key Responsibilities:

- Provide financial oversight and strategic direction as a member of the Board.
- Ensure proper management of charity funds and expenditures, complying with financial regulations.
- Review and advise on budgets and financial forecasts regularly and as needed.
- Support the preparation and oversight of financial reports, including annual accounts and funding reports.
- Assist in preparing and submitting financial records for funding applications.
- Ensure accurate data entry and monitor funding placements.
- Advise the Board on financial risks and opportunities.
- Maintain accountability for invoicing, expenses, and the financial aspects of ongoing projects.

### Skills Required for This Role:

- Strong understanding of financial systems, charity finance, budgeting, and compliance.
- Ability to strategically guide the financial planning of a growing charity.
- Proficiency in spreadsheet creation and management.
- Attention to detail, especially regarding the monitoring of charity funds and expenditures.
- Experience in funding applications and reporting is advantageous.

## Nurture Steps Finance Director Description

- Ability to collaborate effectively with the Board and the Managing Director.

### **About You:**

- You share the values, vision, and mission of Nurture Steps.
- Respectful, encouraging, and supportive with a collaborative spirit.
- Excellent communication and interpersonal skills.
- Enthusiastic, well-organised, and self-motivated, with strong numerical skills.
- Committed to the charity's goals and ethical standards.
- A strategic thinker capable of providing long-term financial insights and leadership.

### **Commitment and Requirements:**

- Approximately 5 hours per month.
- Attend and contribute to quarterly board meetings.
- Play a key role in shaping Nurture Steps' long-term financial strategy.
- Support the charity's growth by offering financial expertise in decision-making.

### **Support:**

Before starting your role, you will receive comprehensive support and guidance from the Board and the Managing Director. This includes an induction to familiarise yourself with the charity's financial status and goals.

### **Interested in Joining Our Mission?**

Please email [info@nurturesteps.com](mailto:info@nurturesteps.com) to express your interest or for more information. You can also join us at our AGM on Friday the 8th of November at noon, at Westport Business Centre, Office 1, Cupar, KY15 4EZ.



Nurture Steps incorporated in Scotland. Company Number SC701889. Charity Number SC051063.

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