# Vacancy for Treasurer, SPPC

Scottish Partnership for Palliative Care does important impactful work on issues which affect everyone. We are looking for a Treasurer to join our Council (board) to help with our financial management and governance. If you think you might be interested please contact Mark Hazelwood, CEO, to discuss further mark@palliativecarescotland.org.uk . Thank you.

## About SPPC

SPPC brings together health and social care professionals from hospitals, social care services, primary care, hospices and other charities, to find ways of improving people's experiences of declining health, death, dying and bereavement. SPPC also engages with the public and communities through our Good Life, Good Death, Good Grief alliance. These issues affect everyone and we are enthusiastic and committed to positive change.

SPPC provides a voice for organisations and individuals working in this area, a means of staying informed and connected, and a vehicle for collaboration.

SPPC was founded over 35 years ago and has grown to be a collaboration of more than 100 organisations involved in providing care towards the end of life. SPPC's membership includes all the territorial NHS Boards, IJBs, local authorities, the hospices, other Third Sector organisations and a range of professional associations.

SPPC works closely with Scottish Government to facilitate engagement with the sector and to inform and support implementation of policy. We have won a Scottish Public Service Award in recognition of our work over the past decade.

## Structure and Finances

SPPC is both a Scottish Charity and a company limited by guarantee. We have a staff team of 7. Our day-to-day financial processes are managed by

our part-time Finance and Administration Manager, who also supports the CEO in financial planning and budget preparation. Our income is from a mixture of grants, member subscriptions and events. All our income tends to be annual in nature so longer-term financial planning and strategy is a challenge. You can read more about our work, and download our strategy, workplan and annual accounts here. Our Council is elected from amongst our membership, plus co-options. The current members of our Council can be seen here.

We try to be a friendly and approachable organisation!

## Time commitment and other practicalities

SPPC's small office is in Edinburgh, but most of our day to day office work is virtual. The role of Treasurer does not require travel to Edinburgh. The Council meets for 2 hours on a quarterly basis. The meetings are on MS Teams. Outwith the Council meetings the Treasurer usually meets with our auditors at the beginning and end of the audit process.

Day to day financial processes and financial management do not require Treasurer input.

The Treasurer supports the development of our annual budget – this might involve a meeting (again virtual) to discuss assumptions/key issues and then a follow up once staff have prepared a draft. There is usually a bit of email during the development/refinement process.

We do not have a separate finance/audit committee. Occasionally we have short life working groups drawn from Council (for example workshops to develop our new strategy). The Treasurer is expected to attend any AGMs SPPC holds, but we hold these infrequently (our constitution does not require them to be held annually).

# ROLE DESCRIPTION FOR TREASURER

### *Primary objectives*

To ensure that the organisation fulfils its financial duties and responsibilities.

To contribute to the development of a sound financial strategy.

### *Council Meetings*

As a member of Council the Treasurer contributes to all discussion and decisions at meetings. These cover policy, governance and strategy for the

organisation.  A variety of perspectives and experience are very valuable to these discussions.

The Treasurer guides and advise Council in the approval of budgets, accounts and financial statements.

The Treasurer keeps Council informed about its financial duties and responsibilities as charity trustees.

The Treasurer advises Council on the financial implications of the Partnership’s strategic plans and key assumptions included in management's operational plan and annual budget.

The Treasurer confirms that the financial resources of the Partnership meet present and future needs.

The Treasurer has a knowledge of SPPC’s accounting procedures and key internal controls, so as to be able to assure the Council of the Partnership’s financial integrity.

The Treasurer ensures that the accounts are properly audited and that accepted recommendations of the auditors are implemented.

### *Other Duties*

The Treasurer formally presents the accounts at the AGM, drawing attention to important points.

The Treasurer meets SPPC’s auditor to input to audit planning and also to review outcomes of the audit.

September 2026