

# THE PYRAMID AT ANDERSTON

## TREASURER

**Trustee position; self-employed freelance role, offered at £25 per hour plus reasonable expenses**  
**Time commitment average 4 – 8 hours per month (approx)**  
**Attendance at Board Meetings every 8 weeks**

**Key relationships:** Trustees; Chief Officer; Finance Manager; Head of Operations; other Pyramid Staff; Pyramid Members; appointed Auditor/Independent Examiner; partners and funders.

The Pyramid at Anderston SCIO, registered Scottish Charity: SC048144, is a Community Anchor Organisation, serving the communities of Anderston, Finnieston, Kelvingrove and Yorkhill (G3 7 and G3 8 postcode areas). We formed as a Scottish Charitable Incorporated Organisation (SCIO) in 2018 and took ownership of our B-listed iconic heritage building in March 2019. Since then, The Pyramid has experienced rapid growth; we have grown from a staff team of two to a current team of ten and secured over £2 million in revenue and capital funding. Our range of work is continuously evolving; we have completed Phase 1 of the building's redevelopment, which includes our refurbished Community Sports Hall, Kitchen and Community Shop. We produce a range of high-quality innovative events and activities with the community. We are committed to a diverse workforce with wellbeing central to all we do. More information is on our website, [www.thepyramid.scot](http://www.thepyramid.scot)

### **Our charitable objectives**

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

### **Our values**

Integrity      Collaboration      Inclusion      Diversity      Compassion

**Our vision is to: Make Anderston Flourish**

### **Our mission**

We are an inclusive and inspiring community-led anchor organisation that is central to building wealth and wellbeing.

### **Our aims and objectives**

Improve the wellbeing – health, prosperity, and quality of life – of our community.

Ensure that our community has access to good affordable food, improved outdoor spaces, and a range of support, services, advice, activities, events and opportunities to improve their lives, with a particular focus on those who are marginalised, affected by poverty and/or disadvantage.

Deliver and develop community wealth and capacity building activities to progress local economic regeneration.

Cement our position as a Community Anchor Organisation and play a key role in a thriving, well-connected neighbourhood.

Further grow our membership and number of participants, particularly from under-represented groups.

Protect and improve our environment, including developing and renovating our building and surrounding estate, reducing carbon emissions and improving energy efficiency.

## **TREASURER - TRUSTEE**

We are seeking a dedicated Treasurer to join the Board of Trustees, who will play a critical role in overseeing the financial affairs of The Pyramid, ensuring that financial resources are effectively controlled, managed, and spent in line with our charitable objectives. This is a great opportunity to make a meaningful impact in a community-driven environment.

Please note, this is a strategic role; we have a Finance Manager, who is responsible for the day-to-day management and administration of our finances.

The Pyramid Board of Trustees meets approximately every 8 weeks. There may be occasional additional meetings and committee/working group meetings, and ad hoc requirements for consultation/support. Trustees are ultimately responsible for The Pyramid. In line with our Constitution, the Treasurer is a co-opted role and the only remunerated position on the Board – other Trustees are Volunteers. The Treasurer will be expected to attend Board Meetings, ideally in person at The Pyramid, although occasional online attendance can be facilitated.

Charity Trustees are the people in overall control and management of a charity. They are legally responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively.

OSCR (the Scottish Charity Regulator) sets out the duties and responsibilities of charity trustees - <https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

It also offers examples of good practice in the governance of charities, which should help charity trustees fulfil their duties and responsibilities.

### **Key Responsibilities**

**Financial Management:** Working with the Chief Officer and Finance Manager, maintain an overview of The Pyramid's financial affairs, including oversight of budgeting, cash flow management, and financial planning, ensuring alignment with the charity's goals and priorities and its ongoing viability. The Treasurer will be a signatory on The Pyramid's bank accounts.

**Reporting:** Oversee, approve and present timely and accurate financial reports, including monthly management accounts, annual financial statements and a financial report at each Board Meeting and the Annual Accounts at the AGM.

Compliance: Ensure The Pyramid is compliant with relevant financial regulations, charity law, and follows best practice.

Budgeting and Forecasting: Oversee the preparation of the annual budget and financial forecasts.

Auditing: Oversee the annual audit process and liaise with external auditors to ensure timely and accurate completion of the audit/independent examination.

Risk Management: Contribute to the Risk Register – identify and manage financial risks, ensuring The Pyramid has adequate financial and accounting controls and procedures in place, which are regularly reviewed and fit for purpose.

Strategic Planning: Provide financial insights and advice to inform strategic decisions, ensuring the charity's long-term sustainability.

Fundraising Support: Advise on the financial aspects of grants and donations, ensuring effective tracking and use of funds.

Staff and Trustee Support: Liaise with, advise and support the Chief Officer/Finance Manager as required; have an up-to-date overview of The Pyramid's activities and affairs. Actively participate in Board Meetings, advising fellow Trustees about financial implications and affairs.

### **Essential Experience**

Proven experience in financial management, preferably as a Treasurer, Finance Manager, Accountant or similar.

Experience of being on a Board or Committee is preferred.

Knowledge of charity accounting and reporting requirements.

Experience of working with or within the non-profit/charity sector is highly desirable.

Strong understanding of financial controls and governance.

Ability to present complex financial information in a clear and accessible manner.

Excellent analytical skills, with a high level of attention to detail.

Proficiency in accounting software and financial management tools.

### **Personal Attributes**

A commitment to the mission and values of The Pyramid.

Integrity, professionalism, honesty, and the ability to handle sensitive information confidentially.

Collaborative, with strong communication and interpersonal skills to work effectively with fellow Trustees, staff, volunteers, and members.

Passion for community development and a willingness to contribute to The Pyramid's long-term success.

### **Time Commitment**

The role requires a time commitment of approximately 4 – 8 hours per month with attendance at Board Meetings (typically every 8 weeks) and availability for occasional ad hoc consultation/support. There may be a requirement to head or attend sub-committees or working party groups in future.

### **Other**

As a Trustee, the Treasurer has legal obligations and responsibilities.

Legislation states that certain people are disqualified from acting as charity Trustees: someone with an unspent conviction for dishonesty or an offence under the 2005 Act; someone who is an undischarged bankrupt or has a Protected Trust Deed to pay off debts with creditors; someone who has been removed under either Scottish or English Law from being a charity Trustee; someone who is disqualified from being a company director. The Charities (Regulation and Administration) (Scotland) Act 2023 extends the criteria that result in the automatic disqualification of Trustees. The new range of criteria will now include, for instance, those convicted of terrorism, or who are on the sexual offenders register. These changes will come into force later in 2025.

Please see [oscr.org.uk](https://oscr.org.uk) for the most up to date information.

Trustees of The Pyramid are required to make a signed declaration that they are able to be a Charity Trustee and they will adhere to the OSCR requirements for Trustees and The Pyramid Code of Conduct. Please see our separate Trustee Information pack for full details. Upcoming changes to the PVG Scheme will require Trustees to undergo a Disclosure Check.

### **How to Apply**

Please send your CV and a brief cover letter outlining your interest in the role and relevant experience to Ailsa MacKenzie, Chief Officer – [ailsa@thepyramid.scot](mailto:ailsa@thepyramid.scot). We encourage applicants from all backgrounds and are committed to creating a diverse and inclusive environment.

Please contact Ailsa if you would like to have an informal discussion about the role and/or to visit The Pyramid before applying.

Closing Date: 5pm, Monday 3<sup>rd</sup> March 2025