



St John
Scotland

Saving lives together

Volunteer Opportunity – Area Treasurer

Use your skills to support lifesaving work in your community.

St John Scotland is looking for a volunteer Area Treasurer to help a local Area Committee make the most of its resources. This flexible and rewarding role is ideal for someone who enjoys working with numbers and wants to make a real difference by supporting local volunteers, strengthening community services, and helping more people across Scotland receive care and support.

About the role

As Area Treasurer, you will help keep local finances organised, provide simple financial updates and support good decision-making. The role is mainly remote and can fit around other commitments.

What you'll do

- Keep basic financial records and help manage payments and banking
- Use online banking and limited use of Xero
- Assist in deployment of Toucan Collect and ExpenseIn locally
- Maintain financial disciplines in accordance with the Area Finance Handbook
- Prepare regular financial updates for Area Committee meetings
- Submit monthly information to Head Office and support year-end accounts
- Help make sure local funds are recorded and used appropriately

What we're looking for

- Some bookkeeping, finance, or treasurer experience would be helpful
- Comfortable using online systems, or willing to learn
- Organised, reliable and accurate
- Able to explain financial information clearly to other volunteers

Time commitment

Around 7-9 hours per month, with a focus on month-end and local committee meetings. Most volunteers take on the role for around three years, with the option to continue if agreed.

Training and support

- Training on CAF online banking and Xero accounting software
- Ongoing support from Head Office and your Area Committee

What you'll gain

- A practical way to support lifesaving work locally
- Experience in charity finance and governance
- The chance to be part of a friendly local volunteer team

Get involved today. Help save lives in your community.

Volunteer Role Description	
Role Title	Area Treasurer
Supported by	You will be part of your local Area Committee, with support from St John Scotland Head Office.
Location	Mainly remote, within your local St John Scotland Area.
Time commitment	1–2 hours per week on average, with some extra time around meetings or year-end. Most volunteers take on the role for around three years, with the option to continue if agreed.
Role	The Area Treasurer helps keep local finances clear, organised and easy to understand.
What you may do	Depending on local activity, this may include: • Keeping accurate financial records using Xero • Helping manage online banking, payments and receipts • Providing short financial updates at meetings and the AGM • Sharing monthly financial information with Head Office • Helping with Gift Aid, year-end accounts and audit information • Helping make sure local funds are recorded and used appropriately Where Patient Transport Service operates, this may also include: • Keeping an eye on related costs, such as mileage, fuel reimbursement and vehicle costs • Working with the Patient Transport Coordinator so finance processes are clear • Helping make sure income is recorded and banked appropriately • Payment of volunteer milage and expenses • Sharing relevant financial information with Head Office
Handling information carefully	You will be supported to handle financial and donor information carefully and follow St John Scotland guidance.
Helpful skills and experience	• Bookkeeping, finance or treasurer experience would be helpful • Basic IT skills, including email and spreadsheets • Good numeracy, organisation and attention to detail • Comfortable using online systems, or willing to learn • Able to work well with others and explain financial information clearly
Training and support	• Reasonable volunteer travel expenses are covered • Training will be provided on CAF online banking and Xero • You will have ongoing support from Head Office and your Area Committee
Volunteer process	We will guide you through a simple volunteer application, including an informal chat, ID check and any PVG or admin checks needed.