

**Deputy Honorary Treasurer**

The SCTS is seeking expressions of interest from members for the role of Deputy Honorary Treasurer. The role would be to work alongside and, in due course, *succeed* the current Honorary Treasurer in managing the Society’s financial affairs.

It is essential that the (Deputy) Honorary Treasurer is a member of the SCTS, in good standing with the SCTS, their employer, and the GMC, and employed as a Consultant Surgeon. Applicants must have experience of teamwork in a leadership role and a knowledge of the aims of the Society.

Commercial experience, familiarity with VAT, and knowledge of basic charity law would all be desirable.

The Deputy Honorary Treasurer post has a one-year tenure followed by three years as Honorary Treasurer. The Honorary Treasurer is one of the six main officeholders responsible for all financial aspects of the SCTS, is a Trustee of the SCTS, and a member of the Executive.

The responsibilities of the Deputy Honorary Treasurer post in their first year will include:

* Supporting the Honorary Treasurer in carrying out their role;
* Providing input and taking on responsibilities to develop partnerships with industry to support SCTS Education and SCTS Research;
* Dealing with queries sent to the SCTS about financial matters.

The responsibilities of the Honorary Treasurer role to be assumed after the first year are:

* Dealing with the Society’s accountants;
* Managing all banking issues, the investment portfolio, and all other fiscal issues;
* Managing the SCTS administrative staff including annual appraisal and the payroll;
* Attending weekly meetings of the SCTS senior officeholders, either by teleconference or in person;
* Presenting a financial report at the AGM and thrice-yearly Executive meetings.

The post is not remunerated, and it will require the successful candidate to seek support from their Trust and to negotiate their job plan to enable the delivery of the role. Informal discussions may be held with Amal Bose (Honorary Treasurer), Rana Sayeed (Honorary Secretary), and Narain Moorjani (President).

Interested members should submit a brief CV and a completed application form to emma@scts.org by 3 February 2023.