

Bowls Surrey



JOB DESCRIPTION

ASSISTANT TREASURER

The Assistant Treasurer will assist the BS Treasurer to manage County finances and act as Treasurer in their absence.

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| Who will I work with? | <ul style="list-style-type: none"> • The BS Treasurer • The County Administrator • SCBA and SCWBA Secretaries & Treasurers • The Bowls Surrey Board |
| What will I do? | <ul style="list-style-type: none"> • Provide assistance to treasurer and to cover operations when necessary. • Participate in finance and management committees • Assist in bank transactions and account data • Cheque and online signatory • Serve temporary replacement if necessary • Regularly monitor bank accounts online |
| What do I need to do this role? | <ul style="list-style-type: none"> • Experience with accounts and book keeping • Have excellent attention to detail and accuracy • Excellent with IT, computers, email, accounting software and able to manage Online banking • Enthusiastic and well organised. • Ability to work in a logical and orderly manner. • Aware of future directions and plans of the County. • To be a team player |
| What are the benefits and how will you support me? | <ul style="list-style-type: none"> • Bowls Surrey will provide any necessary training and support as required. • You will gain the satisfaction of making a vital difference to the County and the players within it |
| Annual Commitment | <ul style="list-style-type: none"> • Attendance at BS Board meetings approximately 5 per year and any other meeting deemed necessary. |