

Bowls Surrey



JOB DESCRIPTION

TREASURER

The Treasurer is a vital role for Bowls Surrey. The post holder must ensure accurate budgeting, banking, and appropriate financial systems & controls are in place.

Who will I work with?	<ul style="list-style-type: none"> • The Assistant Treasurer • The County Administrator • SCBA and SCWBA Secretaries & Treasurers • The Bowls Surrey Board
What will I do?	<ul style="list-style-type: none"> • Be responsible for all financial affairs • To liaise with the Assistant Treasurer ensuring they are aware of the Counties financial process & procedures and are in a position to assume full responsibility if required. • Receive the yearly affiliation fees and competition entry fees from the clubs in Surrey. • To reconcile payments using system generated reports. Any under or over payments to be corrected. • Once all the sheets have been completed and agreed a summary for each Association can be prepared and the monies owed to them transferred. • Transfer affiliation payments to the two Associations. • Complete the Bowls England Annual return showing members for the coming season and those entering National Competitions including a list on members by club. Pay Bowls England the relevant monies owed. • Receives funds from Bowls England to be paid to players completing in the National championships and transfer relevant payments to the two Associations. • All monies paid into the Bowls Surrey Bank Account are to be reconciled. • Produce a statement of accounts for each meeting of the Bowls Surrey Board and the County AGM.
What do I need to do this role?	<ul style="list-style-type: none"> • Have a background history in financial management. • 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

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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.• Manage the affiliation process.• Reporting to the BS AGM (November)