

# BOWLS SURREY



<b>JOB DESCRIPTION</b>	
<b>TREASURER</b>	
<p>The Treasurer is a vital role for Bowls Surrey. The post holder must ensure accurate budgeting, banking, and appropriate financial systems &amp; controls are in place. This role is an “appointed” role.</p>	
<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• The Assistant Treasurer</li> <li>• The County Administrator</li> <li>• The Bowls Surrey Board &amp; Finance sub-committee.</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Be responsible for all financial accounting.</li> <li>• To liaise with the Assistant Treasurer ensuring they are aware of the Counties financial process &amp; procedures and are able to assume full responsibility if required.</li> <li>• Receive the yearly affiliation fees and competition entry fees from the clubs in Surrey.</li> <li>• To reconcile payments using system generated reports. Any under or over payments to be corrected.</li> <li>• Complete the Bowls England Annual return showing number of members for the coming season and those entering National Championships. Pay Bowls England the relevant monies owed.</li> <li>• Pay prize money &amp; Leamington expenses to the appropriate persons.</li> <li>• All monies paid into the Bowls Surrey Bank Account are to be reconciled.</li> <li>• Produce a statement of accounts for each meeting of the Bowls Surrey Board and the County AGM.</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Have a background history in financial management.</li> <li>• Have excellent attention to detail and accuracy.</li> <li>• Excellent with IT, accounting software and able to manage Online banking.</li> <li>• Enthusiastic and well organised.</li> <li>• Ability to work in a logical and orderly manner.</li> <li>• Aware of future directions and plans of the County.</li> <li>• To be a team player.</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• You will gain the satisfaction of making a vital difference to the County and the players within it</li> </ul>
<b>Annual Commitment</b>	<ul style="list-style-type: none"> <li>• Attendance at BS Board meetings approximately 5 per year and any other meeting deemed necessary.</li> <li>• Manage the affiliation process.</li> <li>• Reporting to the BS AGM (November)</li> </ul>