

# BOWLS SURREY



## JOB DESCRIPTION

### ASSISTANT TREASURER

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

This role is an “appointed” role

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• The BS Treasurer</li> <li>• The County Administrator</li> <li>• The Bowls Surrey Board</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Provide assistance to the treasurer and to cover operations when necessary.</li> <li>• Be a member of any finance committee.</li> <li>• Assist in bank transactions and account data.</li> <li>• Cheque and online signatory.</li> <li>• Regularly monitor bank accounts online.</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Experience with accounts and book keeping.</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 any meeting deemed necessary.</li> </ul>