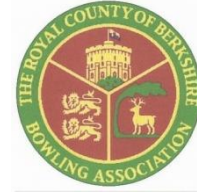


Royal County of Berkshire Bowling Association

ROLE PROFILE



COUNTY TREASURER

The Treasurer is a vital role for The Organisation. The post holder must ensure accurate budgeting, banking and appropriate financial systems & controls are in place.
This role is elected at the AGM for a period of 3 years and attracts an Honorarium.

Who will I work with?	• All Management Committee Members. • The Assistant Treasurer. • All appointed Officers.
What will I do?	• Be responsible for all financial accounting. • To liaise with the Assistant Treasurer ensuring they are aware of the County's financial process, policies & procedures and can assume full responsibility if required. • Receive the yearly affiliation fees and competition entry fees from the clubs in Berkshire. • Prepare the Annual Budget. • To reconcile payments using system generated reports. Any under or over payments to be corrected. • 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. • All monies paid into the organisation bank account are to be reconciled. • Produce a statement of accounts for each meeting of the Management Committee and the County AGM. • Give six months' notice, in writing, of intention to stand down from office.
What do I need to do this role?	• Have a background history in financial management. • Have excellent attention to detail and accuracy. • Excellent with IT, accounting software and able to manage Online banking. • Enthusiastic and well organised and a team player. • Ability to work in a logical and orderly manner. • Aware of future directions and plans of the County.
What are the benefits and how will you support me?	• Satisfaction of making a vital difference to the County and the players within it • Being part of a team • Learning new skills • The County will reimburse expenses incurred according to a formula agreed from time to time by the Management Committee. • The County will provide any necessary training and support as required.

Royal County of Berkshire Bowling Association

TREASURER Supplementary information - Financial Year ends 30th September.

- **JANUARY –**
- Pay Home Counties B.A. Affiliation, currently £150.00 & Friends of English Bowling Affiliation Fee, currently £100.00
- **FEBRUARY –**
- Send off funds for Competition Entries for both Ladies & Gents to B.E. before 1st March.
- **MARCH –**
- Prepare match sheets for all county games, obtaining details from match selectors, if required.
- Pay Annual Insce Premium for Civil & Public Liability Cover under Bowls England's policy. At beginning of March send out questionnaire to all members of Executive Committee, asking for confirmation to the questions raised by the Underwriters., which basically seeks confirmation that there is no reasons why the policy should not be renewed because of adverse information on them.
- Send out letters to insurance.
- Pay Account Examiner's Fee, (*Usually invoiced to us in this month*)
- **APRIL –**
- Prepare Competition Sheets for the Quarter Finals onwards, attaching a pre signed cheque, and give to competition Secretary if required.
- Arrange for Scrolls to be produced for plaques we hold for any Celebration Games this year.
- **MAY –**
- Pay Honoraria to officers at agreed rates.
- Collect Affiliation Fees for Associations, i.e. Berks V.P's, Berks Masonic B A (currently £10.00)
- **JUNE –**
- Pay County Affiliation Fees to B.E. on form provided.
- **JULY –** Normal book-keeping throughout next few months from match sheets returned to you
- **AUGUST –** as above
- **SEPTEMBER –** as above
- Produce end of year accounts and deliver to Accounts Examiner.
- Should have collected in by now Affiliation Fees from clubs.
- Mid September-ask officers if they have any outstanding expenses to claim, if so do before end of financial year.
- Ask officers for a stock take of any items they hold, using form supplied by Treasurer. Once received complete Stock Take for use in End of Year Accounts.
- **OCTOBER –**
- Deliver End of Year accounts with relevant paperwork to Accounts Examiner.
- Present financial position of county to representatives of clubs.