

Gloucestershire Short Mat Bowling Association

Association Treasurer (association officer)

JOB DESCRIPTION

The Association Treasurer must be a member of a Gloucestershire SMBA registered club.

DUTIES

The Association Treasurer is responsible for all aspects of administration, control and accounting of the association's accounts/monies.

1. To set up and maintain an income and expenditure record.
2. To receive monies and accounting statements from the county captains after each county match and to enter details on the income record.
3. To pay invoices for items agreed at Committee meetings or items accepted as agreed payments eg venue booking/storage/affiliation fees. All payment details to be entered on the expenditure record.
4. All payments to be made by cheque (no cash payments), Payments except pre-authorized (eg hall booking fees & ESMBA fees) must be authorised in advance by the committee and will only be paid against official receipts.
5. To receive any other income monies and enter details on the income record.
6. To pay in a timely manner all received income (cash or cheques) in to the counties main bank.
7. To, on a regular basis, reconcile the income and expenditure records against the monthly bank account statements.
8. To expedite with the bank or individuals queries or anomalies found.
9. To arrange for the accounts to be audited prior to the Annual General Meeting (AGM). The audited accounts to be copied to club secretaries 14 days prior to the AGM.
10. To attend and report at the county committee meetings and AGM.

Skills required

1. Knowledge of accounting methods
2. Computer literacy
3. Some knowledge of the game of short mat bowls
4. Good general literacy
5. Good communication skills
6. Good admin skills