



SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION

Treasurer **Role Description**

ROLE SUMMARY:

To manage the finances of the County

ESTIMATED HOURS:

4-5 hours per month

KEY TASKS:

- Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the South Buckinghamshire Netball Association (SBNA)
- Manage county finances in accordance with the decisions of the SBNA and the county expense policy.
- Challenge any significant or unplanned expenditure
- Record and monitor all transactions and keep accurate records of county income and expenditure.
- Prepare an annual report and balance sheet for the AGM
- Arrange an annual audit of accounts for submission to the SBNA AGM and undertake any additional audits as requested by the SBNA
- Ensure that Technical Support Group (TSG) budgets are set and agreed by the SBNA
- Recommend action on financial matters of the SBNA
- Maintain the SBNA expense policy and finance processes
- Attend SBNA Meetings and report on the County's financial position.
- If unable to attend the SBNA meetings, ensure that a written report is sent to the County Secretary
- Liaise with England Netball and Netball South regarding Membership finances as required
- Pay expenses as detailed in the regional expense policy.

KNOWLEDGE & SKILLS:

- Be able to produce budgets and forecasts
- Be familiar with online banking
- Access to a computer, email and telephone
- Be numerate
- Good organisational skills
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- Be a current member of England Netball, South Region and South Buckinghamshire Netball Association

