

# WELSH BOWLING ASSOCIATION



## CYMDEITHAS BOWLIO CYMRU

Member of World Bowls, B.I.B.C. and European Bowls Union

### WELSH BOWLING ASSOCIATION

#### National Governing Body Treasurer – Role Description

##### Core Areas of Knowledge

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practise.
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the organisation.
- Oversee the production of necessary financial reports/ returns accounts and audits.
- Undertake bookkeeping duties and/or oversee the finance ensuring posting and bookkeeping is kept up to date.
- Maintain an Expenses system and regularly process expenses claims.
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
- Make the necessary arrangements to collect payments from debtors and bank payments promptly.
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e. Cheque signatories, Purchasing limits, Purchasing systems, Others that are appropriate.
- Appraising the financial viability of plans, proposals, and feasibility studies.
- Lead on appointing and liaising with auditors/ independent examiner.

##### Qualities and Experience

- Knowledge and experience of current and financial practise relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial Management, with good financial analysis skills
- Ability to communicate clearly and effectively.