

Treasurer – Volleyball Wales

Duration:	Three (3) years
Remuneration:	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location:	Home Office, should be able to travel to Wales for face to face meetings
Time commitment:	Five (5) Board meetings per year.

Closing date for applications is 11 September 2020

Submissions by post are acceptable and should be sent to:
Info.volleyballwales@gmail.com

Role Description

Principal responsibilities

The Treasurer is responsible for the managing the flow of money into Volleyball Wales and for allocating and recording how that money is spent to run Volleyball Wales. The treasurer also works in conjunction with the chair in planning the development of Volleyball Wales e.g. creating annual budgets, estimating funds required for a capital project and projecting membership and income for future years to contribute towards prudent planning of the future.

- Creating and maintaining the Volleyball Wales's annual budget
- Working with other board members to generate and collect funds
- Ensuring accurate and up-to-date records of all income and expenditure
- Payments to third parties
- Prepare and issue invoices
- Manages the Volleyball Wales bank account
- Preparing financial statements ahead of the Annual General Meeting
- Reporting on Volleyball Wales financial performance at the AGM

The ideal candidates should have:

- Be transparent and honest in their dealings with as a representative of the board
- Good record keeping
- A background in finance or accounting is preferable
- A willingness to involve themselves with the sport to gain a greater understanding of the needs and future direction required to build on and develop further interest in the sport