



Wilts County Netball Association

Treasurer

Roles & Responsibilities

Key Tasks:

- To manage the WCNA's bank accounts and ensure all payments, including agreed grants, are made promptly.
- To ensure the WCNA's accounts are kept up-to-date.
- To liaise with and assist other members of the committee to carry out financial actions, including the County Performance Pathway programme.
- To report financial updates to the Committee and to provide a final end-of-year account to the AGM in June of each year, which is to be audited.
- To ensure the accounts are managed in accordance with relevant financial standards and protocols.
- To advise the Committee of any financial implications of any relevant decisions by the Committee.
- To contribute to the work of WCNA to seek to ensure that all the activities are affordable to all sections of the community.
- To contribute to the County Plan to advise of any financial implications of proposed strategies.
- To attend Committee meetings.

Desirable Knowledge & Skills:

- Recent experience and knowledge of bookkeeping and managing accounts for an organisation.
- Accountancy qualification/experience would be an advantage but not essential.
- Ability to prepare financial reports which are easily understood by the netball community.
- Prior knowledge about netball in Wiltshire would be an advantage but is not essential.
- Have a keen interest in grass roots sport and awareness of financial barriers to participation.
- Excellent communication skills both written and verbal.
- Always behave impartially and respect the views of others.