



# HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

## Treasurer Role Description

### All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

### Attributes Required for the Role

- An aptitude for basic financial management and electronic record-keeping and reporting
- Confidence in the use of online banking systems

### Specific Responsibilities

- Maintaining the Association's financial records including the processing of payments and the analysis of payments and receipts into appropriate reporting categories
- Controlling and managing the bank accounts and other financial assets
- Ensuring financial records are kept secure, backed up and accessible to at least one other officer of the Association
- Liaising with authorised committee members over the authorisation of payments
- Liaising with other committee officers regarding the financial aspects of their duties and the management of the receipts and payments associated with their activities
- Reporting to the management committee on a monthly basis regarding matters of a financial nature and providing financial update reports
- Preparing an annual financial report to the Association's AGM and liaising with the appointed Accounts Examiner to provide an Examiner's Report on the annual financial statements