

WELLINGTON PETANQUE ASSOCIATION

TREASURER-POSITION DESCRIPTION

Purpose of the Role

The role of Treasurer is one of three Management positions within the Wellington Petanque Association (WPA). The Treasurers role is to maintain an overview of the Association's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

General Financial Functions:

- To oversee and present budgets, accounts and financial statements
- To ensure that appropriate accounting procedures and controls are in place
- To ensure compliance with relevant legislation
- To ensure any recommendations of the auditors are implemented
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies

Financial Planning and Reporting:

- To present financial reports to the committee
- To make a presentation of the accounts at the annual general meeting (AGM)
- To advise on the Association's reserves policy and investment policy
- To advise on the financial implications of the Association's strategic and operational plans
- Post financial records on the Association's website

Qualities and Skills Preferred

- Experience of financial control and budgeting
- Good communication and interpersonal skills
- Ability to ensure decisions are taken and followed up
- Good time-keeping

Other

- To Chair the Associations meeting and/or AGM in the absence of the President
- To sit on any disciplinary panels as required