



LONDON VOLLEYBALL ASSOCIATION

TREASURER

ROLE & DESCRIPTION

Financial manager of the Association – maintains the integrity and accurate recording of the Associations financial position. Safeguards and maintains the financial assets of the Association.

MAIN DUTIES

General

- Responsible for all financial matters relating to the Association and to always act in the best financial interests to the Association
- Ensure the LVA maintains high standards with regard to financial security and fraud prevention.
- Ensure the Association has and applies proper financial controls
- Provide support and information to the executive as requested
- Provide budgetary advice to the Executive at meetings.

Day to day

- Responsible for the reconciliation and review of the bank accounts
- Responsible for managing the relationship with the bank
- Responsible for approving all expenses and invoices for payment promptly.
- Responsible for setting up payments for approval by a second signatory
- Responsible for invoicing and collecting all amounts due to the Association

Reporting

- Provide financial updates at executive meetings.
- Produce the annual budget.
- Produce the end of year financial report for the AGM

SKILLS/QUALITIES REQUIRED

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable
- Access to a computer is advantageous and a working knowledge of spreadsheets and/or similar systems desirable
- Familiar with financial controls of a not for profit organisation.

COMMITMENT

- Attend Executive Committee meetings and General meetings and have ongoing responsibility for Association accounts.

Revision History

1 May 20: Version 0.2 (including Andrew's comments)

14 Jun 20 Version 0.3 - exec changes



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