

Job Title: Treasurer of the Welsh Women’s Bowling Association (WWBA)

Reports to: Welsh Women’s Bowling Association Executive Committee

Job Purpose: To oversee the finances of the WWBA, to ensure its success in promoting the sport of bowls.

Start Date: 1st December 2017

Key Responsibilities	<p>General Financial Oversight</p> <ul style="list-style-type: none">• To oversee and present budgets, accounts and financial statements.• To ensure that appropriate accounting procedures and controls are in place.• To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies. <p>Financial planning and reporting</p> <ul style="list-style-type: none">• To present financial reports to the committee.• To make a presentation of the accounts at the annual general meeting (AGM).• To advise on the organisation’s reserves policy• To advise on the financial implications of the organisation’s strategic and operational plans.• To advise on the fundraising strategy of the organisation. <p>Other</p> <ul style="list-style-type: none">• To work in the best interest of the WWBA and its members• To promote the WWBA and its objectives• To work with BowlsWales, other NGBS and service organisations
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Skills/Competencies Required:

<p>People Skills:</p> <ul style="list-style-type: none">• An exceptional communicator with all stakeholders.• Excellent interpersonal skills
<p>Specialised Skills:</p> <ul style="list-style-type: none">• Experience of financial control and budgeting• Well organised – able to keep up to date financial records• Meticulous when handling money and cheques• Scrupulously honest and trustworthy• Able to answer questions of a financial nature in meetings• Ability to work on one’s own as well as working as part of a team.• Excellent knowledge of excel or accounting package• A willingness to be contacted on an ad hoc basis.• Ability to ensure decisions are taken and followed-up.• Good time-keeping.
<p>Other</p> <ul style="list-style-type: none">• Access to a computer and telephone.• Ability to drive
<p>Desirable criteria:</p> <ul style="list-style-type: none">• Knowledge of the funding criteria set by Sport Wales

Applications should be sent to:

WWBA Hon Secretary Mrs Gill Hughes, Lodge 8, Walled Gardens, Rosedew Farm, Llantwit Major CF61 1RP by **Monday 30th October 2017**