



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

National Treasurer

Role Description

The National Treasurer must agree to the terms of being a director as defined by the companies Act 2006,

Obligations as a Director.

1. Act within the powers as stipulated in the BMMC's Articles of Association and Rules.
2. Promote the BMMC to both its members and third parties, especially the public.
3. Exercise independent judgment and fiduciary governance.
4. Avoid conflicts of interest.
5. Not accept benefits from third parties.
6. Exercise reasonable care, skill and diligence in the above.
7. Be free of bankruptcy

Aims and Objectives.

1. To maintain the safeguarding of the Club's assets
2. To ensure sound Financial controls over Income and Expenditure exist.
3. To ensure accurate records of Income and Expenditure are kept on a prompt basis.
4. To ensure that the club's assets and Personal Liability Insurances are kept up to date.

Actions

1. Prepare Monthly and Annual Accounts for approval by Council.
2. Prepare Monthly and Annual Financial reports to Council.
3. Keep an Insurance Register including Emergency Repatriation.
4. Keep a Fixed Asset Register.
5. Approve Club expenditure over and above the authorised limits of Regional Chairs.
6. Review on a regular basis the accounting transactions posted by BMMC's bookkeeper, especially Bank Reconciliations.
7. Negotiating and managing Sponsors' contributions and invoices.
8. Liaise with Club's external accountants.

Skills

1. Competence in Xero accounting system.
2. Attention to detail but with an eye on materiality.

Qualifications

1. Recognised Accountancy or Bookkeeping qualification desirable but not essential.

Last update: 20/2/2023