



# BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

## National Treasurer Role Description

### **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 Essential**

1. Prepare Monthly and Annual Financial reports to Council.
2. Keep an Insurance Register including Emergency Repatriation.
3. Keep a Fixed Asset Register.
4. Approve Club expenditure over and above the authorised limits of Regional Chairs.
5. Negotiating and managing Sponsors' contributions and invoices, in liaison with the National Regalia Officer.
6. Liaise with Club's external accountants.

### **Actions Desirable but not Essential.**

1. Prepare Monthly and Annual Accounts for approval by Council.
2. Review on a regular basis the accounting transactions posted by BMMC's bookkeeper, especially Bank Reconciliations.

### **Essential Skills**

1. Experience in a position of financial responsibility.
2. Basic spreadsheet (Excel) skills.
3. Attention to detail but with an eye on materiality.

### **Desirable but not Essential Skills**

1. General knowledge of Bookkeeping.
2. Practical knowledge of Xero Accounting.

### **Qualifications**

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

### **Obligations as a Director.**

1. Act within the powers as stipulated in the Club's Articles of Association and Rules.
2. Promote the image of the Club 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.