



BRITISH MOTORSPORTS MARSHALS' CLUB LTD.

National Bookkeeper Role Description

Bookkeeper

Objectives

- i) Operate as directed by BMMC Council with direct report to National Treasurer.
- ii) Maintain Club's financial records in accordance with normal Bookkeeping principles using Xero software.

Actions

- i) Reconcile bank account transactions via Xero accounting software, posting entries to appropriate nominals.
- ii) Monitor debtor and creditor payments & liaise with National Treasurer.
- iii) Prepare year-end nominals for National Treasurer.
- iv) Pay expense claims and invoice payment requests submitted by Council and Regional Committee members and duly approved.
- v) Provide to National Treasurer on a timely basis a schedule of expense claims and invoice payment request submitted.
- vi) Pay valid BMMC sponsor branded clothing subsidy claims using BACS.
- vii) Liaise with Regional Training Officers regarding payment of expense claims and invoices relating to BMSTT (Motorsport UK) funded training events and submit returns to BMT for reimbursement of agreed budget expenditure.
- viii) Liaise with BMMC Competitions Secretary regarding entry fees for Sprint events in May and August annually.
- ix) Process all Direct Debit Instructions and payments and generally administer everything related to the system (note this is not essentially a Bookkeeping role).

Skills

- i) Knowledge of bookkeeping principles and Xero accounting software.
- ii) Understanding of BMMC finances.
- iii) Understanding of BMMC management.
- iv) Understanding of Direct Debit scheme.

Qualifications

- i) Appointed and role parameters defined by BMMC.
- ii) Trustworthy to access and operate Club's bank accounts.