



## Role Description

<b>Title:</b>	Regional Treasurer
<b>Region:</b>	North West
<b>Responsible for:</b>	Regional Board/Regional Council
<b>Responsible to</b>	British Cycling Board
<b>Term of appointment:</b>	3 years

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### Relationships:

Internal:	Regional Board, Cycling Delivery Manager (CDM) Affiliated clubs, British Cycling members, and other British Cycling staff British Cycling Board Other Regions, Scottish Cycling and Welsh Cycling
External:	Contractors

## Key Responsibilities

- To effectively administer the Region's finances by keeping accurate records of payments and received, to reconcile the regions bank accounts in order to produce accurate end of year accounts.

## Competence/Experience

- Be a member of British Cycling and reside or be in a club/team or Private member within the NW Region.
- Understanding and acceptance of the responsibilities and liabilities of the Region
- Commitment to British Cycling and the Region's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Good knowledge of accountancy and banking procedures
- Good organisational & administrative skills
- Be a good communicator with confidentiality essential.
- A sound knowledge of the BC handbook, Regional Byelaws

## Main duties

- Competencies / Experience required are a good knowledge of accountancy & banking procedure, good organisational & administrative skills, a good communicator with confidentiality essential, together with computer literacy as presently all accounts are held on computer, a sound knowledge of the Federation's policies and technical regulations & Byelaws together with Regional Byelaws and its contents is a must and the duty on the Treasurer is to advise Committee/Council members where any financial matters are of concern at the earliest opportunity. In order to protect the Federations finances it would be a prerequisite for all applicants to indicate that they are willing to undertake to have a DBS check and it should be noted that any person who is/has been an undischarged Bankrupt would not be eligible to tend for / stay in the post of Treasurer.



- The post of Regional Treasurer is to be appointed by election at the Regional Council's Annual General Meeting & he/she shall report to and be responsible to any meeting of the Regional Council or to any Committee appointed to deal with its general business on the Financial Control of the Regions Accounts at each such meeting, the Financial Statement, made up to date together with a bank reconciliation statement and the Bank Statements, which shall be made available for viewing.
- The post will in addition to the normal day-to-day running of the Treasurers Duties will also involve the attendance and reporting to various meetings throughout the year.
- To process all Regional Income generated from within the jurisdiction of the Region. All monies received shall be held on deposit within the Regions Bank Account(s). The post also involves liaison between Headquarters Finance staff and other members of the committees on which they serve, provision will also need to be made for the storage of all documentation received for a period of six (6) years.
- To prepare the Annual Balance Sheets & Final Accounts that shall be in the form prescribed by the Board for the preceding year. The Treasurer shall forward to the Federations Headquarters by the 1st September in each year a detailed financial statement for the preceding financial year in order that the Region's National Councillors can obtain / retain their voting rights and also be available for inspection / issue to the Regional Council Delegates at the Regional Annual General Meeting.
- To submit on behalf of the regional board the projected financial requirements for the following year by 31<sup>st</sup> January.
- To make payments on behalf of/ or directed by the Regional Board, by BACS or cheque (Cheques must be issued with a minimum of 2 signatories which shall be a requirement for cheque issuing purposes also the Treasurer shall ensure all signatories at the Bank are kept up to date) & dealing with all financial correspondence, releasing of other expenditure & disbursements in the course of discharging the duties & obligations of the Region.
- The Treasurer shall keep proper accounts of all funds making any budgetary controls set by him/herself or with committee approval and bearing in mind cash flow predictions.
- Reasonable expenses incurred as part of the role will be reimbursed by the Region.