

# WCF Treasurer – job specification

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The role involves keeping the books and preparing the annual budget and annual accounts for the World Croquet Federation. The accounts are inspected by the Independent Examiner (Brian Havill) and the budget is submitted to the WCF Council for approval. The WCF is solvent with good reserves spread across operating, general and reserve funds held in three UK banks and all in GBP (Sterling).

Keeping the books does not require a great deal of time – less than an average of an hour a week – and involves around 80 transactions a year. Receipts are mainly Member subscriptions and world championship entry fees and come in by bank transfer and PayPal. Payments are made by cheque or bank transfer when foreign exchange is involved. Monthly bank statements must be checked and filed.

There are opportunities to move to on-line two person authorisation for on-line banking, which would simplify the payment process, and the Independent Examiner also has some ideas for simplifying the bookkeeping templates used.

The accounting year is the calendar year and all transactions relating to a year will have passed through the bank accounts by mid-January of the following year. This means that preparing the annual accounts can start promptly. While much is straightforward there can sometimes be complications and particular transactions that take some time to resolve and record correctly. Preparing these accounts and the annual budget has taken the current Treasurer an estimated 20 – 30 hours each year though he has suggested that someone with accounting experience might be far quicker.

The post holder needs to be numerate, logical and comfortable with Microsoft Excel and on-line banking and PayPal account management. There is no need for the Treasurer to be a UK resident.

The Treasurer is a full member of the WCF Management Committee and has a vote on the MC. An annual honorarium of £150 may be claimed.

The role falls vacant from 1<sup>st</sup> January 2019.