COMMITTEE ROLE DESCRIPTION - TREASURER

ENGLAND HOCKEY

TREASURER

Role purpose

The Treasurer provides oversight of the Club's finances and supports responsible, transparent and sustainable financial management.

The Treasurer does not hold sole responsibility for the Club's finances. Financial accountability remains a collective responsibility of the Committee.

Accountable to

The Committee and the Club's members.

Key responsibilities

The Treasurer will:

- Maintain accurate and up-to-date financial records.
- Prepare and monitor the annual budget.
- Provide regular financial reports to the Committee.
- Monitor income, expenditure, cash flow and reserves.
- Reconcile Club bank accounts.
- Ensure that payments are appropriately authorised.
- Ensure that appropriate financial controls are in place.
- Maintain records of invoices, receipts, expenses and payments.
- Support the collection of membership fees and other income.
- Monitor outstanding payments and debts.
- Ensure that restricted funds are used only for their intended purpose.
- Prepare the annual accounts or financial statement.
- Coordinate any independent examination or audit required.
- Present the financial report at the Annual General Meeting.
- Support grant applications, funding reports and financial planning.
- Maintain an asset register or work with the appropriate officer to do so.
- Ensure compliance with relevant tax, reporting and regulatory requirements.
- Ensure appropriate arrangements are in place for banking access and financial handover.

Key responsibilities (cont)

- Report suspected fraud, financial misconduct or control weaknesses.
- Support the Club in meeting any financial requirements set by England Hockey.

Financial control expectations

The Treasurer should ensure, as far as reasonably practicable, that:

- More than one authorised person has access to financial information.
- Significant payments require appropriate approval.
- Individuals do not approve payments to themselves.
- Bank statements and reconciliations are reviewed regularly.
- Cash handling is kept to a minimum and properly recorded.
- Financial reports are presented to the Committee regularly.
- Financial records are retained in accordance with legal, Club and England Hockey requirements.

Skills and attributes

The Treasurer should demonstrate:

- Financial awareness and numeracy.
- Attention to detail.
- Integrity and reliability.
- The ability to explain financial matters clearly.
- Confidence using spreadsheets or financial systems.
- An understanding of budgeting and financial controls.
- The ability to identify and report financial risks.

A professional accountancy qualification is not normally essential unless required by the size or complexity of the Club.

Estimated time commitment

Approximately [insert number] hours per month, with additional time at year-end.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended.