

Role Title:	County Association Treasurer (updated 27 October 2020)
Responsible to:	County Committee
Main Purpose of the Role:	To manage and monitor NCNA financial records and accounts. (Initially working under the guidance of the current Treasurer)
Duties:	<ul style="list-style-type: none"> • To manage County finances in accordance with the decisions of the committee and have the right to raise queries about requested expenditure • Attend County Committee meetings and report on the County's financial position (approximately 8 meetings per year, plus AGM) • Attend meetings of the Governance and Finance TSG (3 -4 per year) • If unable to attend Committee meetings ensure that a written report is sent • Agree an annual budget with the County Committee • Prepare an annual report and balance sheet for the AGM • Communicate effectively with all Committee members about income and expenditure. • Work with the Schools' TSG to effect an orderly transfer of funds from the former Schools' Association to the NCNA accounts. • Recommend action on financial matters to the Committee • To make bank transfer and cheque payments as requested • To act as a signatory on County Association cheques • To pay County/volunteer/committee expenses as detailed in the County constitution • To bank all money collected • To record and monitor all transactions and keep accurate records of County income and expenditure • To undergo audits when requested • Liaise with the County Association's bankers and auditors
Essential Qualifications/ Skills/Knowledge required	<ul style="list-style-type: none"> • Good organisational skills • DBS check or equivalent required • Member of England Netball