

TREASURER

REPORTING TO: Devon Schools Badminton Association
Committee

Role Purpose

- To produce the accounts and manage the assets, liabilities and financial records of the DSBA.

Main Duties

- To maintain, monitor and archive the financial records.
- The strategic co-ordination of lottery grants, working in partnership with the
Badminton Development Officer.
- To provide a simple reporting process with comments on any changes
- To produce the end of year accounts and draft budget for the forthcoming
year.
- To ensure prompt collection and payment of all invoices and fees.
- To sit on the DSBA Committee and attend DSBA meetings.

Experience or attributes

- Any qualification in accounting or bookkeeping would be desirable.

Personal and community benefits

- Enhancement of accountancy skills and experience in the financial systems of an organisation.
- By ensuring the DSBA is financially sustainable with surplus investment back in to junior county badminton.

Special Conditions

- CRB Disclosure - Yes