

# FINANCE LEAD [TREASURER] - ROLE PROFILE

## Responsibilities as a Management Committee Member

The Treasurer oversees Cornwall Tennis's finances, maintaining accurate records, managing income and expenditure, preparing budgets and reports, and ensuring compliance with financial policies. They present accounts at meetings and support the committee with sound financial management.

## Specific responsibilities

- Establish and manage all financial processes
- Control all Bank and Investment Accounts held by the Association
- Establish and maintain budgets and regularly review
- Maintain detailed records of all income and expenditure
- Ensure that invoices and wages are paid in a timely manner
- Prepare regular financial statements and full accounting reports for auditors and the AGM
- Manage the loans scheme (if applicable), ensuring repayments are made
- Attend relevant Connect Webinars for updating and sharing good practice
- Register with the County Communications Hub (CCH) and know your way round it

## Key relationships

- Management Committee members
- Key Volunteers and staff in the County
- County Finance Leads from other Counties through the LTA Area Volunteer Forums

## Skills and knowledge

- Recognised financial qualifications and skills
- Good understanding of the core role of the County and associated resourcing requirements
- Effective organisation, communication, diplomacy and presentation skills
- Knowledge of tennis and tennis club management, and of LTA direction and activities
- Ability to work in a team and motivate others

## Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 3 - 5 hours per week to the role.

Meetings are held at various locations when in-person, plus virtual meetings when appropriate.

As a member of the Committee, the successful candidate has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.