



GUW TREASURER JOB DESCRIPTION

Responsible to: The Chairman of Golf Union of Wales and Board

Key tasks include:

- To advise the Board on general financial and accounting matters including budgeting (profit and loss and cashflow) and reporting against budgets, including the production of formal reports for each of the board meetings. To review these matters when necessary.
- To assist in the preparation of the annual audited accounts and to sign them off as a director.
- To work in conjunction with GUW staff to ensure that the financial management, risk analysis and systems of internal control of Golf Union of Wales are appropriate.
- Act as an account signatory.
- To contribute through the Board to the ongoing development of Golf Union of Wales, and the achievement of the targets identified within the GUW's Strategic Plan and Vision 2020
- To attend and contribute regularly and effectively to GUW Management Board, Golf Development Wales Management Board and occasional Council and Committee meetings as required.
- To be responsible for overseeing the management and control of the Union's business
- To ensure the principles of good governance are applied to the operation of the GUW and those generally accepted in business.
- To contribute advice on specialist areas of expertise.
- To represent the GUW at events when required.

IDEAL PERSON SPECIFICATION

Attainments & Experience

- Qualified Accountant
- Experience of working in an environment where strategy development and implementation have been an integral part.
- Experience of applying and promoting the highest standards of corporate governance and compliance within a corporate environment.
- Track record of achievement in an appropriate environment or ability to represent an organisation at the highest levels.

Abilities & Special Aptitudes

- Ability to present potentially complex financial reports in an easily understood format.
- Ability to challenge rigorously, probe key issues and question accepted ways of working.
- Ability to take a considered view in making judgements.

Disposition

- Upholds the highest ethical standards of integrity and probity.
- Enthusiastic and a good communicator
- Commitment to stay well-informed about the GUW and the environment in which it operates.
- Ability to listen sensitively to the views of others, inside and outside the Management Board.
- Ability to gain the trust and respect of both other Management Board members and relevant stakeholders.

Time Commitment

- As a minimum the Treasurer is expected to attend the 4 Board meetings, 2 GDW Board meetings, Council meetings from time to time, the AGM and 2 meetings of the remuneration committee per annum. Attendance at other adhoc meetings will be required in addition to those listed above.
- Overall it is expected that the attendance of these meetings plus the production of the annual accounts will require a time commitment of around 15-20 working days. Adhoc emails, telephone calls and correspondence will add to this commitment.

Remuneration

This is a volunteer post therefore it is unremunerated. Reasonable expenses will be paid.

Length of appointment

The Treasurer shall be eligible to hold office for a term of three years and shall be eligible for re election for further terms.

October 2016

