



Warminster Saddle Club
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BHS Approved

ROLE DESCRIPTION: TREASURER

1. **General.** This is the role description for the Club's Treasurer. It articulates what the Treasurer is expected to deliver in pursuance of the Club's charitable objects.
2. **The Club's objects.** The Warminster Saddle Club (WSC) is the equine sporting centre within Warminster Garrison. The Club operates as an Association Charitable Incorporated Organisation (CIO)¹. The overarching object of the Club is to promote the efficiency of the armed forces of the Crown and MOD civil servants, in particular but not exclusively, members of Warminster Garrison. Supporting objects are:
 - a. To increase physical and mental fitness of members of the services and their dependants through the provision of equestrian facilities, equipment and sporting competitions.
 - b. To promote *esprit de corps* between members of the services and foster a close relationship between serving and former serving members of the armed forces, MOD civil servants and the local community.
 - c. For the public benefit, subject to being members of the Club, community participation in amateur sport and recreation for all members of the community including children and young people, the elderly and the disabled.
3. **Overall role.** The Treasurer is a Trustee and manages the financial wellbeing of the Club, responsible for financial management and assurance, including ensuring proper financial records and procedures are maintained.
4. **The person.** The Treasurer must have a working understanding of financial control and budgeting and be genuinely invested in the interests of the Club. It is essential they are willing to embrace digital working practices and gain an understanding of the specific accounting and financial requirements of the charity sector. As a member of a military club, the Treasurer is expected to abide by the Values and Standards of the British Army.²
5. **Management Committee responsibilities.** The responsibilities common to all Management Committee roles are as follows:
 - a. **Vision and leadership:**
 - Be committed to the vision, charitable objects and values of the Club.
 - Provide strategic direction, including agreeing and monitoring strategic plans.

¹ The Club operates under the auspices of the Charitable Incorporated Organisations (General) Regulations 2012 and overseen by the Charity Commission. The Club is governed by a constitution, which is available in the Club's office and on the Club's website: www.warminstersaddleclub.co.uk

² Values: courage (moral and physical), discipline, respect for others, integrity, loyalty, selfless commitment. Standards: lawful, appropriate, professional. Both are explained in more detail at [A Soldier's Values and Standards | The British Army \(mod.uk\)](http://A Soldier's Values and Standards | The British Army (mod.uk)).

- Keep informed of the activities of the Club and the wider issues affecting its work.
- Ensure the Club's work is monitored and evaluated.

b. Accountability and legal responsibilities:

- Ensure the Club complies with its constitution.
- Ensure the Club adheres to the law, including that applicable to charities.
- Ensure the Club makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- Ensure risks to the Club, staff, members, volunteers and visitors are at an acceptable level and are effectively managed.
- Be accountable to the Club's membership, funders and other stakeholders.

c. Financial and staff management:

- Understand the financial position of the Club.
- Ensure the Club's finances are properly managed.
- Ensure the Club operates within its agreed accounting policies.
- To ensure adequate financial resources for the Club.
- Contribute to fundraising strategies.
- Ensure the Club is properly insured against all reasonable liabilities.
- Ensure the Club is a responsible employer and adheres to legislation.
- Effectively support and manage the staff.

d. Qualities and skills of Management Committee members:

- Good leadership skills.
- Understanding of and commitment to the Club's objects and values.
- Good communication and interpersonal skills.
- Impartiality and fairness.
- Ability to respect confidences.
- Good time-keeping.

6. Specific to role responsibilities. The Treasurer's responsibilities are as follows:

a. General financial oversight:

- Oversee and present budgets, accounts and financial statements.
- Liaise with designated staff about financial matters.
- Ensure appropriate accounting procedures and controls are in place.
- Ensure compliance with relevant legislation e.g. Charity legislation.
- Ensure any recommendations of the auditors are implemented.
- Ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

b. Financial planning and reporting:

- Present and explain financial reports to the committee.
- Present and explain the accounts at the Club's Annual General Meeting.

- Advise on the Club's reserves and investment policies.
- Advise on the financial implications of the Club's strategic and operational plans, including being the lead for the Club's budget.
- Advise on the Club's fundraising strategy, with specific reference to routine operations as well as being the lead for the Club's 5 year development plan.
- Provide the primary liaison function with the Club's accountants.
- Ensure there is no conflict between any investment held and the aims and objects of the charity.

c. **Qualities and skills preferred:**

- Experience of financial control and budgeting.
- Willingness to leverage digital ways of working, including online banking and accounting applications.
- Experience of fundraising and pension schemes.
- Good communication and interpersonal skills.
- A willingness to be contacted on an *ad hoc* basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

7. **Time Commitment:** The role of the Treasurer requires an estimated commitment of 15 hours per month, depending upon the amount of activity the Club is undertaking.