



**seeks**

## **HONORARY TREASURER**

The current Treasurer of British Rowing has indicated his wish to vacate this position in February 2011, having fulfilled the role since 2002.

Expressions of interest for this voluntary role are invited and should be made in writing to: Mrs Di Ellis CBE, Chairman, British Rowing, 6 Lower Mall, London W6 9DJ (marked Private & Confidential).

### **Purpose of the Post**

To develop and implement financial policies and financial management procedures that support the strategic objectives and operational activities of British Rowing and satisfy the requirements of its funding partners.

### **Role**

To provide the Executive Committee and Council, as well as relevant external agencies with assurance that the financial affairs of the Company are well managed and accurately reported, and that its financial position is sound.

### **Responsibilities**

- Support and advise the Financial Controller in line with his role as direct line manager for finance – this will entail frequent visits to British Rowing HQ to review financial documentation, discuss relevant matters and sign cheques. The Financial Controller will undertake much of the work involved in fulfilling the responsibilities set out below but the Treasurer remains accountable for their achievement.
- Prepare annual budgets jointly with budget-holders for submission to Finance, Executive, and Council meetings – this will include ensuring that budgets and accounts are produced by British Rowing committees and those running British Rowing events.
- Review management accounts, monitor progress against budgets, and report thereon to Finance, Executive and Council meetings.
- Oversee preparation and audit of annual statutory accounts (including liaison with auditors), and present them to Finance, Executive and Council meetings.
- Keep financial policies and financial management procedures under review in order to ensure they continue to meet the needs of the Company, and propose any changes as appropriate to Finance, Executive and Council.
- Ensure that appropriate systems of internal financial control are in operation – this will include liaison with the auditors to discuss and implement their recommendations, as well as conducting periodic checks on British Rowing's assets and other internal audit procedures.
- Keep the Chairman, the other Officers and the Chairman of the Finance Committee informed on financial matters, as appropriate.
- Act as the link with the sport on financial matters.