



WELSH CLAY TARGET SHOOTING ASSOCIATION LTD CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

BOARD of MANAGEMENT TREASURER - VACANCY

The WCTSA Board of Management is currently looking for a suitable candidate to take on the role of Treasurer. This is a part-time paid position equivalent to 1 day a week working from home. The successful candidate will ideally have previous experience of a similar role and be familiar with accounting software. A knowledge of the Association and our Sport would also be advantageous but is not essential.

The role is to oversee the income and expenditure of the Association by performing the following duties: -

- Monthly wages submitted to HMRC.
 - Payment to employees / HMRC
 - P60's / Final declaration to HMRC
- Monthly pension submitted to HMRC.
 - Payment to employees / HMRC / NEST
- Payment of Honorariums.
- Overseeing employee and officer contracts.
- Liaise with General Secretary - Clothing invoices / banking / stock / postage.
- Liaise with Membership Secretary - Member subscriptions / refunds / banking / stationery / postage.
- Input data into accounting software (Sage).
- Reconcile all accounts - Bank / PayPal / Barclaycard / Close Brothers
- Invoicing - Levies / Ground membership / Other Associations re: Home Internationals.
- Purchase invoices - Processing payments to suppliers.
- Following up all invoices due by email or phone.
- Paying team expenses to members for Home Internationals.
- Collect commissions due.
- Produce reports / balances / analysis.
- Answer emails from Members / Board of Management
- Nominal ledger and Draft Accounts for Accountant at Year End
- Board meetings - attendance / reports / balances
- AGM - attendance / annual report and explanations
- Liaise with Insurance Broker regarding the insurance renewal - Questionnaires / correspondence / obtaining quotes.
- Grants - Complete application / forms / analysis.
- Companies House - Inform changes of directors / articles / annual return.
- Any other duties deemed necessary by the Board of Management.

If you are interested in taking on this position, then please email your CV and a covering letter to the WCTSA General Secretary (secretary@wctsa.co.uk).

Your application should include a brief explanation as to why you would be a suitable candidate and should be considered for the role.

If you have any questions about the role, please contact the Chairman (chairman@wctsa.co.uk).

Closing date for applications is 1st October 2023.

Company Number: 04345492