



WILTSHIRE TENNIS – FINANCE LEAD/TREASURER

Role Description

Wiltshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Wiltshire Tennis.

The management of Wiltshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn takes responsibility for the administration and development of tennis throughout the County as well as all remunerated roles required to support the work of the Association. The vision and mission of Wiltshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable.

The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join Wiltshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Role of the Finance Lead/Treasurer

The Finance Lead/Treasurer is the officer of the Association responsible for the financial wellbeing of Wiltshire Tennis. This will be achieved through prudent budgeting and considered deployment of the financial resources available to open tennis up in the County.

The Finance Lead/Treasurer is a member on the Wiltshire Tennis Management Committee.

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or other related meetings.
- To ensure that the Management Committee is aware of any issues relating to the responsibilities above.
- To work with other Management Committee members to carry out key responsibilities of the Management Committee which are:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To oversee any commercial interests of the organisation, ensuring sufficient funding/revenue is available.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee.
 - To ensure any decisions made are in the best interest of the organisation.

Specific Responsibilities as the Finance Lead/Treasurer

- 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.
- Assist with the implementation of the County Strategic plan within Wiltshire.
- Work closely with County Management colleagues, the County Chairman and County Administrator.

Skills and knowledge as the Finance Lead/Treasurer

- Recognised financial skills.
- High degree of accuracy and ability to spot errors and omissions.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Effective organisation and communication skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of working for a committee-led, voluntary organisation
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Enthusiastic, friendly and approachable.

Special requirements

- Completion of County Safeguarding training

Number and Frequency of Meetings

- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting ahead of the Regional Forum.
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members.
- Attend Regional Meetings of Finance Lead/Treasurer and relevant meetings with the LTA Head of Region (usually by video conference).
- Attend any special events and visits mostly in the County which require the Finance Lead/Treasurer' presence to represent Wiltshire Tennis.

Expenses

Reasonable expenses associated with the role can be reimbursed.

Location

The role of the Finance Lead/Treasurer will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.

