

# WCF Treasurer – job specification

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The WCF Treasurer is responsible for the financial management of the WCF. The main tasks include:

- (1) maintaining the journal, balance sheet and income & expenditure account;
- (2) managing and monitoring the WCF's bank and PayPal accounts;
- (3) collecting income (annual subscriptions and WCF event entry fees);
- (4) managing expenditure and making payments to Event Hosts and other suppliers;
- (5) managing the WCF's UK Corporation Tax affairs;
- (6) generating an annual budget; and
- (7) liaising with the Independent Examiner to generate the formal annual accounts.

The WCF is solvent with net assets of approximately £120,000 which represent operating funds (£10,000 on average), general funds (£70,000) and reserve funds (£40,000) held in sterling (GBP) in three UK banks.

The book-keeping is currently carried out using a multi-tabbed Excel spreadsheet which generates the income & expenditure account and balance sheet automatically from the journal. There are around 200 book entries in an average year. Receipts are by bank transfer and PayPal and payments are made almost exclusively by bank transfer. Online banking with two person authorisation is used for all three banks although all the activity relates to the operating funds.

The WCF has calendar year accounts and the annual accounts can be prepared early in the following year. The Corporation Tax return and tax payment must be completed by 30 September in each year.

The post holder will be numerate, logical and familiar with Microsoft Excel and online banking and PayPal account management. Accounting or book-keeping skills will be an advantage.

The role is now vacant and is being covered by the Secretary-General. The intention is to elect a Treasurer for a term ending on 31 December 2024. The tenure is not limited to one term.

The Treasurer is a full voting member of the WCF Management Committee and is eligible to receive a small honorarium.

Expressions of interest, requests for more information and formal applications supported by a CV should be sent to the Secretary-General at [secretary@worldcroquet.org](mailto:secretary@worldcroquet.org). The closing date for applications is 31 March 2021.