WCF Treasurer

Job Description

World Croquet Federation Limited

Role Purpose

The Treasurer is responsible for the financial stewardship, compliance, reporting, and risk management of the World Croquet Federation. The role ensures that all financial operations comply with:

- WCF Finance Regulations (including budgeting, expenditure, payments, income, and investment policy)
- WCF Administration Regulations (day-to-day financial management responsibilities of the Treasurer and Management Committee)
- The Companies Act 2006 (UK), including directors' duties relating to financial records, reporting, and proper oversight.

The Treasurer is a member of the WCF Management Committee (MC) and works closely with the President, Secretary-General and the Management Committee/ Board.

Key Responsibilities

1. Financial Governance & Compliance

1.1 Ensure compliance with WCF Finance Regulations, including:

a) Day-to-day financial management
b) Expenditure controls
c) Payments and receipting
d) Income management
e) Purchasing procedures
f) Travel, accommodation, and sustenance reimbursement rules
g) Bank account administration and reconciliation
h) Financial projections and analytics

1.2 Maintain proper accounting records as required under the Companies Act 2006.

1.3 Ensure annual financial statements are prepared accurately and on time.

1.4 Support statutory filings required for UK-registered companies (e.g., annual accounts, confirmation statements).

2. Budgeting & Financial Planning

2.1 Lead preparation of the Annual Budget and Operating Budget, as required under WCF Finance Regulations (Sections 5 and 6)
2.2 Provide financial forecasts and strategic advice to the MC and Council.
2.3 Monitor financial performance against budget and report variances.

3. Financial Operations

3.1 Oversee banking, payments, reconciliations, and financial controls.
3.2 Ensure all payments comply with WCF expenditure rules (Section 7) and payment procedures (Section 11) .
3.3 Ensure proper handling of income (Section 12), including event fees, membership fees, and sponsorships.

4. Event-Related Financial Oversight

4.1 Review and advise on Event Bids and Event Budgets (Section 4) .
4.2 Ensure financial risks associated with WCF World Championships are identified and managed.

5. Investment & Reserve Management

5.1 Oversee implementation of the WCF Investment Policy (Appendix A of Finance Regulations) including operating funds, reserve funds, and foreign exchange exposure
5.2 Ensure investments align with WCF's risk profile and policy constraints.

6. Reporting

6.1 Provide monthly year to date, this year and last year financial reports to the MC.
6.2 Prepare and present annual financial statements to Council.
6.3 Provide clear, accessible financial information to member countries (WCF Members).

7. Governance Duties (Companies Act 2006)

7.1 Act in accordance with directors' duties:

- Duty of care, skill, and diligence
- Duty to promote the success of the company, organisation and sport.
- Duty to avoid conflicts of interest
- Duty to maintain proper records

7.2 Ensure transparency, integrity, and accountability in all financial matters.

Key Skills & Attributes

- Professional experience in accounting, finance, or financial governance.
- Strong understanding of financial regulations and compliance frameworks.
- Ability to interpret and apply policy documents (e.g., WCF Finance Regulations).
- High integrity, independence, and sound judgement.
- Ability to communicate financial information clearly to diverse international stakeholders.

Time Commitment

- Approximately 8–12 hours per month.
- Additional time required during annual budgeting and financial reporting periods.

Term

- As defined in the WCF Statutes (typically 2–3 years).