



# Sussex Pétanque Association

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## SXP Elected Officers

### SXP Treasurer

#### Job Description

- To look after the financial affairs of SXP in their best interests
- To manage the SXP bank account/s and maintain the books of account
- Track and record all Income & Expenditure of SXP and to investigate and resolve any discrepancies
- To receive, check for accuracy and promptly bank all income to SXP in a reasonable timeframe
- To receive requests for payment from SXP, ensuring accuracy and that adequate supporting documentation is provided
- Obtain sign-off for items of expenditure with the SXP President and make payments in a reasonable timeframe
- To provide statements of SXP's financial position at SXP MC meetings
- Advise the SXP MC on financial implications of any work/expenditure undertaken or proposed
- Prepare an annual budget for the SXP MC in advance of the SXP AGM
- To ensure SXP remains solvent at all times
- To keep an up to date list of all SXP assets
- To provide a report at the SXP AGM and to present the SXP's financial accounts
- To attend SXP MC meetings
- To undertake other duties that may be needed for the benefit of SXP
- To promote a positive image of SXP and be an ambassador for the region
- To be aware of and work within the EPA's Member's Code of Conduct and Equity Policy
- Not to bring the name or reputation of SXP in disrepute

#### Skills

- Computer literacy, including spreadsheets or account's software
- Access to the internet and use of e-mail
- Knowledge of accounts procedures
- Organisation and presentation skills