



HONORARY TREASURER

POSITION OVERVIEW

Honorary Treasurer The Board of Sussex Cricket Limited

Sussex Cricket Limited is looking for an Honorary Treasurer to join the Board of Sussex Cricket Limited. Please note that this is a voluntary, unpaid position and is effective from 5 April 2022. The ideal person will be a fully-qualified accountant and a current member of an accountancy professional body.

The Honorary Treasurer will be expected to attend six or seven Board meetings during any twelve-month period. The successful applicant will also be expected to Chair four meetings per year for the Audit and Risk Committee. The initial appointment is for three years but can be extended by one further three-year period. The successful candidate may be asked to serve on other committees as deemed appropriate.

We are committed to improving the diversity of our Board, specifically focusing on recommendations from Sport England's Diversity and Inclusion action plan. The successful candidate does not need to be a cricket fan and we welcome applicants from all walks of life and backgrounds who can bring diversity of thought and experience to the Boardroom. We encourage applications from people who are currently under-represented on our Board – this includes people with disabilities and people from Black, Asian and other ethnically diverse backgrounds.

It is an exciting time to join the Board, with phase one of our ground development currently underway. This will enhance the facilities to provide a much improved matchday and non-matchday experience for all visitors, representing a significant milestone in the Organisation's rich history.

Equal Opportunities

Sussex Cricket is committed to ensuring that all job applicants do not receive less favourable treatment or are discriminated against, on the grounds of their *age (see below); disability; gender; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

**Board members must be eighteen years or over and less than seventy-five years at the time of being nominated. A Director shall retire at the AGM after his or her 75th birthday. To be eligible to serve a three-year term, a Board Director must be 72 years or under at the start of their term.*

To apply, please send your CV and a covering letter outlining your suitability for the role to: Laura.Walford@Sussexcricket.co.uk or by post to: Laura Walford, Executive Assistant, Sussex Cricket Ltd, The 1st Central County Ground, Eaton Road, Hove, BN3 3AN.

Please note that you must have the legal right to work in the UK.

Closing date for applications: 5pm on Wednesday 26th January 2022

Interviews will be held in February 2022.

Key Duties

The rules of the Organisation note that the Honorary Treasurer shall have responsibility for:

- Overseeing the financial affairs of the Organisation and ensure they are legal, constitutional and within accepted accounting practice
- Work with the Finance Director to ensure that proper records are kept and that effective financial procedures are in place
- Monitoring and reporting on the financial health of the Organisation
- Ensure fellow Board members are aware of their financial obligations and take a lead in interpreting financial data for them
- Advising the Board of Directors in discharging their duties in preparing and reporting to the Annual General Meeting on the Annual Accounts for the previous financial year

Additional Duties

- Liaise with relevant staff, Board members and/or volunteers to ensure the financial viability of the Organisation
- Regularly report the financial position at Board meetings (e.g. balance sheet, cash flow, fundraising performance etc.)
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Ensure proper records are kept and that effective financial procedures and controls are in place
- Appraise the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors