



JOB DESCRIPTION

ASSISTANT COUNTY TREASURER

To protect the YLFGA in respect to the Treasurer being unable to carry out her duties for some reason and to help the Treasurer with some basic analysis work.

Key Responsibilities

- Will have knowledge of the bank accounts and how to access them should the Treasurer not be able to carry out her duties.
- Will review the cashbook at regular intervals and bank statements to ensure no unusual payments have been made by the Treasurer to protect the YLFGA.
- Carry out simple analysis work to help the Treasurer; such as checking player entries match entry fee receipts etc.

Key Attributes Required

- Organisational skills.
- Computer skills including a good knowledge of Excel or a willingness to learn basic Excel.
- Use of internet banking.

Expenses

Covered in line with current YLFGA policies.

Effective from AGM Nov 2022

Application process

A letter of application accompanied by a CV. A letter of proposal from the applicant's home club seconded by another club, should be sent, by post or email, to the County Secretary, Mrs Lesly Ford, Barn House, Thormanby, York YO61 4NN. Email: leslyford@hotmail.com

Closing date for applications 30 September 2022.

Officers and members of the YLFGA Executive are required to attend a Good Practice and Child Protection Workshop and may undergo an Enhanced DBS check.

Informal discussion with the County Treasurer is welcomed

Libby Lennox Tel: 01347 868181

Email: libby@chrislennox.co.uk