



Irish Amateur Wrestling Association

Website - www.irishwrestling.ie

Role of the Honorary Treasurer

1. The Honorary Treasurer shall report directly to the Board on all financial and accounting matters as required by the companies' acts and in accordance with the Constitution and good financial practice.
2. The Honorary Treasurer shall ensure compliance with all company law and regulatory affairs.
3. The Honorary Treasurer shall in particular responsible for;
 - a) Recording and keeping safe financial records, management accounts and financial statements.
 - b) Working with Accountants in preparing financial reports and statements
 - d) Account for any monies received and lodge same without delay with the accounts manager
 - e) Ensuring financial control policies are in place as approved by the Board
 - f) Working with the Auditors on Annual Accounts and presentation at AGM

Accountability

The Treasurer will be accountable to the Board of Directors

Term of Position – Two Years

Location - The post is based Ireland and is voluntary

Some evening and weekend work, occasional overnight stays and travel throughout Ireland and abroad will be required for such post.

This job description is not exhaustive and is open to review at any time.