



## Nomination Form for Election to the Management Team

### JOB DESCRIPTION – FINANCE

- Financially qualified or numerate with strong understanding of good financial practice.
- Ensures the club complies with all relevant financial regulations as well as maintaining appropriate governance compliance through robust systems, procedures, and practices.
- Ensures back-office systems of work are in place to ensure accurate financial reporting.
- Works with other key Club stakeholders to ensure that financial and operational IT platforms are fit for purpose for the Club.
- Works with the Management Team on production of business plans and budgets that reflect all planned activities.
- Provides relevant operational information for the Management Team to ensure key areas of overall Club Performance as well as specific project events and initiatives are monitored against plan and any deviations identified.
- Provides accurate key financial reports of performance covering the traditional areas of profit and loss accounts, balance sheets, cash flow projections, thus ensuring the on-going financial health of the Club.
- Works with external third-party service providers on necessary financial reporting and audit requirements.
- Responsibility for any bank accounts associated with the club.
- Oversee the presentation of accounts to the AGM and ensure all relevant paperwork is prepared in a timely manner.



**NOMINEE**

Name: \_\_\_\_\_

Membership number: \_\_\_\_\_

Management Team position being applied for: \_\_\_\_\_

Address: \_\_\_\_\_

Business interests: \_\_\_\_\_

Motoring interests: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED BY**

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECONDED BY**

Name \_\_\_\_\_ Membership number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this form to: TR Register, 1B Hawsworth, Southmead Industrial Park, Didcot, Oxfordshire. OX11 7HR.

Alternatively, you may email: [office@tr-register.co.uk](mailto:office@tr-register.co.uk)

The form must be received at the above address by 16<sup>th</sup> March 2023 at 11:59pm.

Date received:

For office use only



**Please include a (300-word max.) personal statement detailing why you have the skills and experience required to meet the volunteer's job description:**

Date received:

For office use only