

## *Treasurer*

### *Responsibilities*

1. Financial Planning, Analysis and Reporting
2. Management of General Ledger
3. Accounts Payable / Accounts Receivable Controlling
4. Budget preparation & tracking
5. Management of PayPal and bank accounts
6. Fine and Penalty Management

### *Tasks*

1. Produce quarterly and ad-hoc financial statements & budget tracking reports
2. Propose measures of financial improvement
3. Manage & control issue of invoices for penalties
4. Manage & control invoices in case of escalation (countries, players, TD's etc for membership, licences, tournament status fees etc)
5. Prime contact person for General Secretary in cases of financial questions

### *Requirements*

1. Background in Financial Controlling & Reporting
2. Able to delegate, give clear instructions, and check regularly on status of book-keeping work (e.g. by FIR General Secretary)
3. Able to apply general Financial Controlling practices consistently across all Racketlon stakeholders, without any perceived favouritism or unfair treatment of "special cases"
4. Able to remain firm when implementing standard FIR rules & regulations
5. Able to communicate to large audiences e.g. present state of FIR Finances to Council or AGM

### *Conditions*

1. FIR Council position
2. Estimated effort: ½ - 1 days per month
3. Location: anywhere
4. Rewards: TBD