



Treasurer & Board Director Voluntary Board Position

About British Carriage Driving

British Carriage Driving (BCD) is the national governing body for the sport of carriage driving in Great Britain. We support affiliated clubs, national competitors, oversee competitions and championships, promote safety and welfare, and work to develop and sustain the sport at all levels. We are members of British Equestrian, the national federation governing all horse sports in Great Britain.

We have an annual turnover of c£150,000 and balance sheet reserves of c£250,000.

We are seeking a Director & Treasurer to join our Board and provide strong financial leadership, oversight, and strategic input during an important phase of development and growth for the organisation.

Purpose of the Role

The Director & Treasurer is a full and active member of the BCD Board (Council) and has specific responsibility for:

- Financial governance and compliance
- Strategic financial planning
- Cash flow and reserves oversight
- Leadership of the Treasurers Forum
- Advising the Board and Council on financial sustainability

This is not a bookkeeping role. Day-to-day processing is handled by the BC Office and a bookkeeper.

Key Responsibilities

1. Board Leadership & Governance

- Act as a full Director of BCD, contributing to strategy, risk management, and decision-making
- Ensure appropriate financial governance standards are maintained
- Safeguard the long-term financial sustainability and reputation of BCD
- Provide clear financial insight to support Board and Council decisions

2. Financial Planning & Reporting

Budgeting

- Lead preparation of the annual budget
- Ensure alignment between financial planning and strategic priorities
- Present assumptions, modelling, and options analysis to the Board

Monthly Reporting

- Oversee preparation and review of monthly management accounts
- Ensure reporting covers income and expenditure against budget, balance sheet position, cash flow position, key variances and emerging risks

Forecasting

- Oversee regular rolling forecasts
- Identify financial trends early and recommend corrective action where required

3. Monthly Finance Review

Hold a structured monthly finance review meeting with the Office Team and bookkeeper to review:

- Management accounts prior to Board circulation
- Discuss cashflow and banking matters
- Discuss general administration

4. Cash Flow & Banking Oversight

- Maintain oversight of a cash flow forecast
- Ensure sufficient funds remain in the current account to meet operational commitments
- Manage allocation of surplus funds between current and savings accounts to maximise interest earned while maintaining appropriate liquidity
- Oversee banking arrangements
- Lead the set-up and administration of new bank and savings accounts where required, ensuring appropriate mandates, authorisations, and controls

5. Annual Membership Fee Review

- Lead the annual review of membership and affiliation fees
- Undertake financial modelling to assess sustainability, inflationary pressures, and investment requirements
- Consult appropriately with affiliated clubs, BC members and Council in a timely manner
- Present recommendations to the Board in good time to support renewal cycles
- Ensure clear communication of agreed changes

6. Legacy Funding

- Evaluate requests for legacy funding
- Assess alignment with BCD strategy, financial impact, and available reserves
- Provide clear recommendations to Council

7. Treasurers Forum & Club Support

- Lead and chair the BCD Treasurers Forum
- Encourage consistency and sharing of best practice
- Act as a link between clubs and the Board on financial matters

8. Compliance & External Reporting

- Oversee preparation of annual statutory accounts
- Liaise with external accountants

Person Specification

Essential

- Good spreadsheet and modelling skills
- Good communication skills
- Ability to present financial information clearly to non-financial colleagues
- Experience reviewing management accounts and cash flow forecasts
- Understanding of financial controls and reserves management
- Good judgement, independence, and integrity
- Comfortable working with volunteers and a small office team

Desirable

- Qualified accountant desirable but not essential
- Interest in carriage driving or other equestrian sport

Time Commitment

- 12 Board meetings per year. - 1 in person AGM and 11 virtual
- 12 Monthly finance review meetings
- Treasurers Forum meetings
- Clubs BC meetings
- Various project work in between formal meetings - Budgets, Fee review, Statutory reporting etc

Why Join Us?

- Play a key leadership role in the national governing body for carriage driving
- Key role in maintaining the financial sustainability of the sport
- Join the BCD Council team and make a big difference to our sport

The role is voluntary, with no remuneration and no expenses (unless by prior authorisation of the Chair). Interested candidates can speak to the current treasurer, Rod Holdsworth or any other members of the BCD Council or Office team for further information.

Applicants should send a covering letter and CV to the Chair, Andrew Counsell, at email@britishcarriagedriving.co.uk

Applications close on 14th July 2026.