

Treasurer & Trustee – Recruitment Information

Supporting information for applicants

1. About Wrexham Tennis & Padel Centre

Wrexham Tennis & Padel Centre (WTPC) is a community sports charity providing tennis, padel and pickleball in Wrexham. In recent years the Centre has moved from a period of significant financial and operational difficulty to a much stronger position.

Substantial investment in extending and refurbishing the Centre has transformed its ability to generate income from tennis, padel and pickleball. WTPC now has a Chief Executive in post, a strengthened Board of Trustees, an established Finance & Operations Committee and a developing governance framework. The organisation is therefore well placed to pursue sustainable growth, widen participation and increase its community impact.

2. Why We Are Recruiting a Treasurer

Several years ago, when WTPC was facing serious financial and operational challenges, Adrian Gough stepped forward from his professional finance role to become both a Trustee and Treasurer as part of the wider effort to secure the Centre's future.

Adrian has now decided that the time is right to step down as Trustee and Treasurer. He will continue to support WTPC in his professional role as Financial Controller. The appointment of a new Treasurer therefore completes an important part of WTPC's transition from the exceptional arrangements required during its recovery to a clearer and more sustainable separation between governance, executive management and professional financial support.

3. The Role

The Treasurer will be a Trustee and will lead the Board's financial governance, assurance and scrutiny. This is a strategic, non-executive role. The Treasurer is not expected to undertake bookkeeping, prepare routine accounts or perform the work of the Financial Controller.

The Treasurer will: -

- help the Board understand WTPC's financial position, outlook and principal financial risks;
- scrutinise budgets, management accounts, forecasts, cash flow, reserves and year-end information;
- promote appropriate financial controls, delegated authorities and accountability;
- help ensure that major decisions properly consider affordability and financial implications;
- serve as a standing member of the Finance & Operations Committee;
- review annual accounts and support the Board's relationship with any independent examiner or auditor;
- provide constructive challenge to the CEO and Financial Controller; and
- contribute fully to the Board's strategic direction and collective decision-making.

4. Working Relationships

The Treasurer will work closely with the Chair, Chief Executive, fellow Trustees and Financial Controller. The role requires a constructive and appropriately challenging relationship with the CEO while respecting the distinction between governance and management.

Adrian Gough is expected to continue as Financial Controller. The incoming Treasurer should make effective use of Adrian's substantial knowledge of WTPC while retaining independent

Board-level scrutiny and assurance. The Treasurer will also have the opportunity to review and become comfortable with the organisation's financial processes, controls and reporting arrangements.

5. Who We Are Looking For

We are looking for someone with strong financial judgement who is comfortable operating at Board level. Candidates should demonstrate: -

- strong financial literacy and significant senior finance, commercial or equivalent business experience;
- ability to interpret accounts, budgets, forecasts, cash flow and management information;
- sound strategic judgement and the ability to identify material financial risks;
- ability to explain financial issues clearly to non-financial colleagues;
- confidence to provide constructive challenge while working collaboratively;
- understanding of the distinction between governance and management; and
- integrity, independence and sufficient time to undertake the role effectively.

The following would be particularly valuable: -

- a recognised accountancy or finance qualification;
- Finance Director, CFO, Financial Controller or comparable senior experience;
- Board, Trustee or non-executive experience;
- charity finance/governance and financial control or risk experience; and
- experience of capital investment, commercial development or working with auditors or independent examiners.

A professional finance qualification is highly desirable rather than essential where a candidate can demonstrate substantial relevant senior experience. Previous Trustee experience is also helpful but not essential, and WTPC welcomes interest from candidates considering their first Trustee appointment.

6. Time Commitment and Location

The role is voluntary and unpaid, with reasonable expenses reimbursed in accordance with WTPC policy.

The expected commitment is typically around 1–3 hours per week averaged across the year. This includes Board meetings, the monthly Finance & Operations Committee, preparation, annual budget and accounts review, and occasional discussions with the Chair, CEO or Financial Controller between meetings.

The role is centred on WTPC in Wrexham. Attendance in person at Board and Finance & Operations Committee meetings is important, although preparation and many discussions can take place remotely.

7. What the Role Can Contribute

WTPC has moved beyond recovery and is now building from a much stronger operational and financial base. The new Treasurer will help ensure that future growth, investment and sporting development are supported by sound financial governance and long-term sustainability.

The Treasurer will have a real opportunity to influence how the Board approaches investment, affordability, reserves, financial risk and future development, while helping Trustees from different backgrounds understand the financial issues that matter most.

8. Recruitment and Appointment

Applications are being managed through Reach Volunteering. Candidates will be asked to provide a CV or professional profile and a short supporting statement explaining their interest in WTPC and the contribution they believe they could make as Treasurer.

Shortlisted candidates will be invited to a structured interview with Trustees and the Chief Executive. Before appointment, WTPC will complete the normal Trustee eligibility, conflict-of-interest and other appropriate checks. The preferred candidate will be brought to the Board for formal appointment in accordance with WTPC's governing arrangements.