



Club Treasurer

ROLE

The Treasurer of the club is responsible for producing and managing the club's accounts and finances, and should report to the Club Chairperson. This role will include being responsible for all income and expenditure for the Club.

SKILLS

- Enthusiastic with a good knowledge of the club, and its financial position
- Financial background and knowledge of managing and producing accounts
- Knowledge of using and producing accounting spreadsheets or other accounting systems
- Reliable and honest

MAIN DUTIES

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all accounts received
- To plan the annual budget in agreement with the management committee, and monitor budget throughout the year
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor and management committee and AGM

COMMITMENT

Will need to have the commitment/time required to maintain to a high level the ongoing accounts of the club, also to be available to attend committee meetings and be readily available to members who require financial and budget requirements.

BENEFITS TO SELF

Contributing to a well-managed and governed club and giving the potential to grow and develop the clubs finances.