

Treasurer

Purpose: To be responsible for the financial management of the Club

Main Functions and Duties:

- Undertake the financial transactions of the Club on Team Unify
- Pay approved expenditure
- Be responsible for the collection of all monies due
- Record and report on all transactions
- Provide regular financial reports at Committee Meetings
- Arrange for the financial records to be audited by an external Auditor (appointed at the AGM)
- Present audited accounts to the Club AGM
- To collect, to protect, to record, to report

Skills and Attributes

- Good organisation
- Reliable and trustworthy
- Team player

Requirements

- To carry out all duties by using Team Unify
- To manage the flow of money into the Club and report on how that money is spent
- Ensure accurate and up to date records of all Club income and expenditure
- Manage the Club's Bank Account
- Make payments to Third Parties
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

Training and Support

- Support from Team Unify staff
- Support of Club Committee
- Support of Club Auditor

Time Commitment

- Busy at time of membership renewals
- Busy at end of financial year
- Constant throughout the year