



CLUB TREASURER

Role

To produce and manage club accounts and monitor finances; including memberships payments, fees, hire costs and timesheets, outside funding and other costs.

To enable a small team to work alongside you to manage the finances of the club.

To be accountable to, and a full member of, the managing committee.

Skills

- Some financial background and knowledge of producing accounts desirable
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest and able to manage high levels of confidentiality.
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Main Duties

- Responsible for all club finances
 - Plan the annual budget in agreement with the management committee
 - Monitor the budget throughout the year and report financial status at each committee meeting
 - Issue receipts and keep records of all monies received
 - Follow up promptly cases of late/missing payments
 - Ensure that funds are used appropriately and with regard to 'best value'
 - Keep up to date records of all transactions
 - Prepare end of year accounts and present to the auditor and management committee
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Commitment

Ongoing responsibility for club accounts.
