



Role Description: Club Treasurer Role of Treasurer

The Treasurer is an Executive Officer of the Club, along with the Chair and Secretary. 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.

Duties of Treasurer

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club committee, and monitor 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.
- To be responsible for the Club's payroll in respect of the Employed Coaching Staff
- To maintain records of any wages/salaries paid and for meeting the requirements and submissions to HMRC and NEST.

Time Commitments

There is an ongoing weekly time commitment for this role to fulfil the above criteria. In addition there will be other time commitments which will include attendance at club meetings, and ongoing budget and financial responsibilities.

Approved: May 2020