

**BICESTER BLUE FINS**  
**JOB DESCRIPTION**  
**ASSISTANT TREASURER**

**Skill Required:**

- 1) Organised
- 2) Honest

**Duties:**

- 1) Chase any unpaid fees using our Team Unify system.
- 2) Pay in any cheques & cash at HSBC bank – making an itemised list of these for use by the treasurer.