



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

Duties and Responsibilities

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To plan the annual budget in agreement with the club committee, and monitor throughout the year
- To issue receipts and keep records of all monies received
- To be responsible for the payment and monitoring of any wages and expenses for club personnel
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To communicate with members/parents of members in a timely manner regarding any changes in fees or monies owing
- To follow appropriate procedures where any outstanding monies are owed
- 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, management committee and AGM.

Skills and Qualities Required

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