



Job Description: Treasurer

Role

To produce and manage club accounts and monitor finances

Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest

Main Duties

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee

Commitment

Ongoing responsibility for club accounts

Current Post Holder:

Louise Barnes (Elected: June 2021)