



## 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:

Gareth Haynes (Elected: April 2014)