



ROLE DESCRIPTION – TREASURER

Treasurer

The Treasurer looks after the club accounts and financial dealings. The treasurer serves on and reports to the management committee.

Ideally, you'll need to be

- * experienced in aspects of financial management, such as book-keeping and accounting
- * numerate
- * IT-literate (especially in the use of Excel)

What you will do:

- * Look after the club's finances
- * Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure
- * Plan and monitor a budget for the club each year
- * Prepare and present the end of year accounts at the annual general meeting
- * Deposit money and issue receipts promptly
- * Renew insurance annually
- * Make sure the club has paid relevant affiliation fees
- * Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate (www.cascinfo.co.uk)
- * Ensure the accounts are audited for the annual general meeting

How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings.

What you'll get out of it:

- * The opportunity to deploy and develop your financial skills within a vibrant local community group
- * The rewarding experience of working closely with motivated and energetic club colleagues

Role Description - Treasurer

JOB TITLE: Treasurer

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- * bookkeeping experience
- * administrative competence
- * numeracy
- * financial integrity and acumen

MAIN DUTIES:

- 1) Responsible for the club finances
- 2) Deal efficiently and effectively with all invoices and bills
- 3) Keep up to date records of all the financial transactions
- 4) Ensure that funds are spent properly
- 5) Issue receipts and record all money received
- 6) Attend committee meetings and present the budget report
- 7) Prepare the end of year accounts to present to the auditors
- 8) In agreement with the committee, plan the annual budget
- 9) Monitor the budget throughout the year