

Club Treasurer

Role

To be responsible for producing and managing the club's accounts and finances and have responsibility for all income and expenditure for the club.

Skills

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

- To be responsible for all club finances by ensuring adequate accounts and records exist.
 - To plan the annual budget in agreement with the club committee and to monitor throughout the year.
 - To prepare end-of-year accounts and present to the auditor, management committee and AGM.
 - To ensure that all funds are used appropriately and banked promptly.
 - To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
 - To maintain up-to-date records of all transactions and records of income and expenditure.
 - To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.
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Commitment

This will vary but will include attendance at club meetings, and ongoing budget and financial responsibilities.

Benefits to Self

Contribution to ensuring a well-managed and governed club and the potential to grow and develop the club's finances

Further Development/Support

How to Communicate Effectively