

## **Treasurer Role Description**

### **Treasurer**

***Responsible for the management of finances for the venue.***

#### **Main duties**

- To be responsible for financial planning, including an annual budget and monitoring spend/income against this
- To maintain accurate and up-to-date financial records
- To provide a financial update at each management committee
- To be the named signatory alongside the chairperson and secretary on the club's bank account
- To annually collect and deposit all membership fees and money due to the club
- To pay all bills and issue receipts
- To prepare end-of-year accounts to present to the auditors and at the AGM
- To make recommendations to the management committee on increasing efficiency through appropriate cost savings
- To work with the grants and funding officer to plan for fundraising events, such as the provision of floats, and to use grants to support venue development

#### **Skills and traits**

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

#### **Key Relationships**

- Chairperson and management committee
- Coach
- Local County Tennis Association

#### **Time commitment**

- Attendance at management committee meetings and the AGM
- 3-4 hours per week, more around fundraising events

#### **Criminal records check**

- Dependent on their contact with children and/or adults at risk and/or access to confidential information