

Treasurer

Overview of the Role

The Treasurer is responsible for the management of finances for the Club.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Having overall responsibility for financial planning, including an annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records
- Providing a financial update at each committee meeting
- Being the named signatory alongside other Committee members on the club's bank account
- Reviewing the collection of membership fees and money due to the club
- Paying all bills and issuing receipts where required
- Preparing end-of-year accounts to present to the auditors and at the AGM
- Making recommendations to the committee on increasing cost saving measures
- Working with the Committee to plan for fundraising events, such as the provision of floats, and to investigate the use of grants to support Club development

Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week
- Attend committee meetings and the AGM