



Treasurer Role Description

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 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 a named signatory alongside the Chairperson, or any other person duly authorised to make payments from the club's bank account
- Collecting membership fees and money due to the club in cooperation with the Membership Secretary
- Paying all bills and issuing receipts
- Preparing end-of-year accounts to present to the management committee and the members at the AGM
- Making recommendations to the committee on cost saving and income increasing measures
- Working with the Chairperson and other committee members at fundraising events, such as by the provision of floats
- Working with fellow committee members to secure grants to support club development

Skills and experiences needed for the role

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

Training and support available

Before starting in this role, you should be given a comprehensive handover from the previous treasurer. You will receive ongoing support from the Chairperson, and all the other management committee members.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 2-3 hours per week
- You will need to attend committee meetings and the AGM and present and answer questions related to reports to the committee and members

Further Information

- This role does not require a DBS check