



## **CLUB TREASURER ROLE DESCRIPTION**

### **Role**

To produce and manage club accounts and monitor finances.

### **Skills**

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

### **Main Duties**

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the club committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor, club committee and AGM

### **Commitment**

- Ongoing responsibility for club accounts
- Attendance at monthly committee meetings

### **Benefits to Self**

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of the club.