



Treasurer

Job Description

Role: Treasurer

Responsible to: Club Committee through the chairperson

Role purpose: To produce accounts and monitor finances to ensure the club remains solvent

Commitment: Committee meetings and accounts

Main Tasks

To ensure that clear and concise financial records are kept and updated for all club committee meetings.

To ensure that an annual review by an independent examiner is carried out.

To ensure that all club procedures (in conjunction with the chairperson/other nominated signatories) for authorisation of bank payments and payment of expenses to members are adhered to.

Liaising with the membership secretary about payments received for memberships.

To report to the committee, at the appropriate meetings, the ongoing financial transactions of the club.

To present the accounts at the AGM.

To submit the annual accounts to The Charity Commission and to assist the secretary with the preparation and submission of the club's Annual Return to The Charity Commission.

To prepare an annual budget and to balance the requirements of the various sections of the club.

To assist with grant applications by providing the required finance information and to submitting claims for approved grant funding when required.

Forecasting and managing the cash flow of the club to ensure that all payments can be made on their due dates and surplus cash is held on deposit.

Skills required

Organised, honest and trustworthy

Able to keep records

Confident about handling figures and money

Similar experience in accounts is desirable

Knowledge of spreadsheets