



Club Treasurer Job Description

The treasurer is key to monitoring and managing the club finances to ensure financial processes are completed and up to date. This allows each of the teams to have sufficient funding to compete in their respective events.

SKILLS/QUALITIES REQUIRED:

1. Well organised
2. Able to keep records
3. Confident about handling figures and money
4. Honest
5. Prepared to make a regular time commitment

MAIN DUTIES:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings and present the budget report
7. Prepare the end of year accounts to present to the auditors
8. In agreement with the committee plan the annual budget
9. Monitor the budget throughout the year.