



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 the club to meet the financial needs of all our teams, and to ensure there is sufficient funding for each team to train and compete in their respective events..

SKILLS/QUALITIES REQUIRED:

1. Well organised
2. Good record-keeping
3. Confident about handling figures and money
4. Honesty and Integrity
5. Prepared to make a regular time commitment

MAIN DUTIES:

1. Responsible for the club finances
2. Deal efficiently and effectively with all expenditure and income
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Working with club officers to monitor and collect funds
6. Attend committee meetings and present financial reports
7. Prepare the end of year accounts and submission to OSCR
8. In agreement with the committee plan the annual budget
9. Monitor the budget throughout the year.