

**CLUB TREASURER**

**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 management 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 and management Committee

**Commitment**

Ongoing responsibility for club accounts

**Benefits to Self**

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