

CLUB TREASURER

To produce and manage club accounts and monitor finances and present financial reports to auditors, executive committee and club committee as required. Additionally, financial reports, accounts and bank statements will be required during the application for grants and funding.

Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Willingness, where possible to move to digital or electronic processes to make Club time, resource and cost efficiencies
- Reliable and honest
- Thorough working knowledge of Microsoft Office applications or their equivalent

Main Duties

- Responsible to the Executive, Club Committee and Club Members for all club finances
- Monitor the budget throughout the year informing the Executive Committee immediately of any discrepancies or difficulties in the accounts
- Issue receipts and maintain records of all monies received. Keep accounts of all financial transactions of the club - provide receipts for all monies received, e.g., shop, entries etc
- Plan the annual budget in agreement with the Executive Committee
- Ensure that funds are used appropriately
- Prepare end of year accounts and present to the auditor (if required) and Executive Committee
- Responsible for the regular and frequent co-ordination of the banking of all monies
- Responsible for budgetary planning and control
- Maintain records on a suitable Club Management System
- Present and distribute at each committee meeting an up to date written summary of the club's finances
- Present at the Annual General Meeting a detailed financial statement and answer any queries as required

- Responsible for collection of fees and travelling expenses and pay all approved bills, within the specified time limits
- Liaise with the fund-raising coordinator and to provide them with agreed financial objectives required to sustain the club and the procedures to be used to ensure adequate control over the revenues
- Liaise with all squad reps and any Sub-Section Treasurer
- Liaise with the Club Operations Coordinator regarding financial matters relating to pool hire etc
- In conjunction with the Competition Secretary, ensure all competitions are funded and entry fees paid in a timely manner. All rejected entries are to be refunded to members within seven days

Commitment

Ongoing responsibility for club accounts and all financial matters.

Benefits to Self

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