

**CLUB TREASURER – ROLE DESCRIPTION**

**(GUIDANCE FOR CLUBS TO ADAPT FOR THEIR OWN USE)**

**Responsibilities**:

• Be responsible for all aspects of the organisation’s finances.

• Maintain an accounting system adequate to the needs of the organisation to include up to date records of all financial transactions, issuing of receipts and recording of all money received.

• Deal efficiently and effectively with all invoices and bills.

• Ensure that funds are spent properly.

• Prepare annual accounts for presentation.

• Present the annual accounts to the Annual General Meeting and submit a Treasurer’s Report;

• Prepare and submit financial reports to meetings of the club committee, as and when required.

• Forward financial planning, in agreement with the club committee

• Monitor the budget throughout the year.

**Knowledge and skills required:**

• Able to keep records

• Well organised

• Confident dealing with figures and money

• Prepared to make a regular time commitment

• Honest and trustworthy