



## **JOB/ROLE DESCRIPTION: 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

### **Current Post Holder:**

Trevor Boyer (as at 11<sup>th</sup> September 2011)