



Role Outline: Treasurer

ROLE: Treasurer

RESPONSIBLE TO: Club Committee

Ideally you'll be:

- Financially competent with book keeping skills and an awareness of accounting and HMRC requirements
- IT literate with relevant programs
- Numerate
- Careful and confident with figures, cash, cheques and digital transactions
- A good record keeper
- Aware and decisive

Please note that free online training modules are available if required

Responsibilities:

- Managing the club's income and expenditure
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts and to advise and confirm we are fulfilling our HMRC requirements
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills, ensuring appropriate documentation obtained
- Renew insurances annually (in conjunction with Secretary)
- Managing cash flow and the ongoing management of the bank account signing mandate
- Monitor membership subscription in conjunction with Membership Secretary
- Depositing cash and cheques that the club receives
- Keeping up to date financial records

- Plan and monitor a budget each year
- Prepare and submit any statutory documents needed
- Arranging handover or succession planning for the position;
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Undertaking duties in line with Club Policy and procedures
- To be proactive in asking for help in the event of being unable to fulfil the responsibilities of the role