



## **ROLE DESCRIPTION FOR CLUB TREASURER**

### **ROLE OF THE TREASURER**

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and should report to the Club Chairperson. This role will include being responsible for all income and expenditure for the club.

### **DUTIES OF A CLUB TREASURER:**

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club committee and monitor throughout the year
- To ensure that all funds are used appropriately
- To ensure prompt funding of banking
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor and management committee and AGM

### **COMMITMENT/TIME FOR THE ROLE**

Will vary upon size of club but will include attendance at club meetings and ongoing budget and financial duties.

### **SKILLS AND QUALITIES REQUIRED**

- Enthusiastic with good knowledge of the club and its financial position
- Financial background and knowledge of managing and producing accounts
- Knowledge of using and producing accounting spreadsheets or other accounting systems
- Reliable and honest

The following are deemed to be essential items for a Club Treasurer to have in order to do their role:

- A personal computer with back-up facilities and access to emails and spreadsheets/accounting packages
- Calculator
- A cashbook to record money received (receipts) and paid out (payments)
- A receipt book (in duplicate) to issue receipts for monies received
- Filing system for recording and filing information
- A petty-cash box



- Previous years financial information
- Files to store club bank statements
- Club cheque books and paying-in slips

## **BENEFITS OF THE ROLE**

- Contributing to a well-managed and governed club
- Potential to grow and develop the club finances