

Role Outline: Treasurer

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Good accountancy knowledge
- Great organisation skills.
- Administrative skills
- Good communicator.

MAIN DUTIES

- 1) Maintain accurate and up-to-date financial records for the club/organisation.
- 2) Establish and maintain club/organisation bank/building society account and banking arrangements.
- 3) Produce and monitor annual budget.
- 4) Report financial position to the committee.
- 5) Collect and deposit all fees, subscriptions and funds.
- 6) Prepare and issue receipts for monies received.
- 7) Ensure that funds are spent appropriately.
- 8) Explore funding opportunities for the club/organisation.
- 9) Pay any bills occurred.
- 10) Prepare end of year financial report for AGM.
- 11) Attend committee meetings.