

**Middlesbrough AC**  
(Mandale)



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## **ROLE SPECIFICATION**

### **Treasurer**

**Responsible to:** Committee

**Skills required:** good administrative skills  
ability to communicate effectively

**Role requirements:** knowledge of accountancy would be an advantage

### **Responsibilities**

- promote the best interests of the Club both locally and nationally
- maintain accurate and up-to-date financial records for the Club
- maintain the Club bank account and banking arrangements
- report financial position to each Committee Meeting on a monthly basis
- collect and deposit all fees, subscriptions and funds as appropriate
- pay any bills incurred
- prepare an end of year audited financial report for the AGM
- prepare and issue receipts for monies received
- ensure that funds are spent appropriately
- explore funding opportunities that would benefit the Club
- produce financial procedures to be followed by all members dealing with Club monies
- organise transport and payment as appropriate
- liaise with the Committee regarding current subscription rates and advise on possible changes
- provide a report to the Secretary for the AGM
- attend Committee Meetings or, if unable to do so, provide the Club Secretary with a monthly update