|  |  |
| --- | --- |
| **Role** | **Treasurer** |
| **Role purpose** | Ensure efficient financial running of the club and take full responsibility for the finances including invoices, bills, payments and subscriptions.  To produce accounts and monitor finances to ensure the club remains solvent. |
| **Responsible to** | Committee through the chairperson |
| **Duties** | 1. Managing the Club’s income and expenditure in accordance with   club rules.   1. Be responsible for the collection of monies and keep up to date records of accounts including receipts. 2. Be responsible for paying due invoices / expenses. 3. Issue invoices and receipts. 4. Pay cash and cheques in to the Club bank account. 5. Keep up to date records of income and expenditure. 6. Provide regular financial reports to the Committee. 7. Produce a budget for the club, centre or committee 8. Presenting end of year financial report / accounts to the AGM. 9. Prepare end of year accounts and ensure books are audited annually. 10. Proposing amendments to annual and weekly subscriptions as appropriate. 11. Organise club payment of affiliation fees. 12. Arrange handover or succession planning for the position. |
| **Qualities** | Must be numerate and financially aware  Understand basic accounting principles and the use of spreadsheets and Internet banking. Organised, honest and trustworthy  Able to keep records.  Confident about handling figures and money.  Similar experience in accounts is desirable.  Knowledge of spreadsheets. |
| **Other** | Access to a PC essential Knowledge of Excel and Access an advantage |
|  |  |

**Resources to assist in role:** Club Matters http://www.sportenglandclubmatters.com/club-finances/