



Club Treasurer

October 2022



WHERE WE
ALL BELONG

INVESTING IN LEADERS, INVESTING IN YOU.

ROLE DESCRIPTION

The overall role of the Treasurer is to ensure that all financial matters within the Club are managed correctly and efficiently. He / she must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. He / she should ultimately be responsible for all financial matters relating to the Club.

REPORTS / ACCOUNTABLE TO:

Club Executive Committee.

RESPONSIBILITIES:

1. TO ENSURE PROPER FINANCIAL RECORDS AND PROCEDURES ARE MAINTAINED

- To oversee and present accounts and financial statements to the Club on a regular basis.
- To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters.
- To ensure that the accounts are audited, meeting the auditing standards required and implementing any recommendations by the auditors.
- To liaise with other committee members about financial matters.
- To maintain club's financial books, recording all income and expenditure, keeping track of bills, receipts and all money received by the Club.
- To act as signatory on all Club bank accounts.
- To ensure compliance with relevant legislation.
- To advise on fundraising in the Club.
- Use any accounting software provided by the National Finance Committee.

2. FINANCIAL PLANNING AND REPORTING

- To prepare a detailed financial budget at the beginning of each year, which should be agreed by the rest of the Executive Committee.
- To advise the Club of the financial implications of strategic and operational plans.
- To provide accurate and up to date assessment of the Club's finances at Executive and General Meetings.

SKILLS REQUIRED:

- Experience of finance control and budgeting
- Experience of fundraising
- Good communication with interpersonal skills
- Good organizational skills with an eye for detail

- Good record keeping
- Ability to work well with the Executive and wider members of the Club
- Ability to ensure decisions are taken and followed up
- Ability to delegate tasks to other people where required
- Good IT knowledge and understanding of accounting software

KNOWLEDGE:

- Have a good background in finance (ideally a financial qualification)
- Have experience of Committee involvement / people management
- Have sound knowledge of the Association

OTHER REQUIREMENTS:

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community