



JOB DESCRIPTION

JOB TITLE: Club Treasurer
POST HOLDER: Claire Wilcock
RESPONSIBLE TO: Chairperson

Role:

To ensure that a financial management system and reporting system is put in place and operable so the club committee has full understanding of the financial status of the club at all times.

Main Duties:

- To ensure that the club complies with the constitution and any other relative legislation.
- Prepare a budget to reflect income and expenditure of the club and report upon this to the Committee at monthly Committee meetings.
- Prepare an annual report on the club's finances for the AGM.
- Pay invoices in a timely manner.
- Present all accounts for payment approval to the club committee at monthly committee meetings.
- Dealing with all cash given to committee members and banking the same promptly.
- Not to hold large amounts of cash on behalf of the club.
- Maintain records of membership payment, cash payments as well as a register of assets and liabilities.
- Arrange an annual audit of the club finances.
- Ensure all taxation commitments are met by the club.
- Attend the monthly committee meetings, the AGM and any EGM when called.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee