



Role Description - Treasurer

Role

To produce and manage club accounts and monitor finances

Skills

- Some financial background and knowledge of producing accounts desirable
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
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Main Duties

- Responsible for all club finances
 - Monitor the budget throughout the year
 - Issue receipts and keep records of all monies received
 - Plan the annual budget in agreement with the management committee
 - Ensure that funds are used appropriately
 - Keep up to date records of all transactions
 - Prepare end of year accounts and present to the auditor and management committee
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Commitment

Ongoing responsibility for club accounts

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of the club

I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed (Andrew Walsh)

Date