



Survive and Save Club

Job Description

Treasurer

Role

To be responsible for producing and managing the club's accounts and finances including responsibility for all income and expenditure. Reports to the Club Chairman

Skills

- Reliable and honest
- Sound financial background
- Knowledge of accounting principles and production of accounts
- Good working knowledge of spreadsheets or other accounting systems
- Enthusiastic with a good knowledge of the club and its financial position

Main Duties

- Responsible for all club finances through ensuring adequate accounts and records exist
- Plan the annual budget in agreement with the management committee
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Ensure that funds are used appropriately
- Ensure prompt banking of all fees, funding and other income received.
- Keep up to date records of all transactions and records of income and expenditure
- Prepare the year end accounts and present for independent examination and to the management committee
- Maintain up to date financial policies

Time Commitment

On-going commitment managing and maintaining accounts. Approx 2-3 hours per week
Committee Meetings
Other meetings as required