



# Survive and Save Club

## Job Description

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### Treasurer

#### Role

To be responsible for producing and managing the club's accounts and finances including responsibility for all income and expenditure

#### 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
- 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