**ROLE:** Treasurer

**RESPONSIBLE TO:** Chairman

**PURPOSE:** Responsible for producing and managing the club’s accounts and finances and be responsible for all income and expenditure for the club

**COMMITMENT:** 8 – 12 meetings a year plus ad hoc admin tasks.

**Roles and Responsibilities**

* To be responsible for all club finances by ensuring adequate accounts and records exist.
* To plan the annual budget in agreement with the club committee and to monitor throughout the year.
* To prepare end-of-year accounts and present for external verification, management committee and AGM.
* To ensure that all funds are used appropriately and banked promptly.
* To maintain up-to-date records of all transactions and records of income and expenditure.

**Skills and Qualities**

* Have a financial background.
* Have a sound knowledge of club accounts.
* Methodical.
* Approachable and a good listener.
* Respect of confidentiality.
* Tactful and discrete.

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| NAME  |  |
| SIGNED |  | DATE |  |