



TREASURER

Job Title: Treasurer

Responsible to: Club Committee

Skills and Attributes Required:

- Well organised
- Able to keep records
- Confidence in handling figures and money
- Honesty
- Prepared to make a regular time commitment

Main Duties:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings, prepare reports and present to the auditors
7. In agreement with committee, plan the annual budget
8. Monitor the budget throughout the year
9. Prepare annual accounts for AGM
10. Help prepare any statutory documents that may be required e.g., grant aid reports etc.

Time Commitment: 2-3 hours per week (3 year term)