



# Roles & Responsibilities

## TREASURER

<b>ROLE</b>	Oversee the financial running of the club, maintaining accurate and up to date financial records
<b>USEFUL SKILLS &amp; EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Good accountancy knowledge and a financial background</li><li>• Undertaking a relevant course in accountancy or finance</li><li>• Excellent organisational skills</li><li>• Good administrative and communication skills</li><li>• Reliable</li><li>• Approachable</li><li>• Confidentiality</li></ul>
<b>TASKS</b>	<ul style="list-style-type: none"><li>• Attend monthly Governing meetings &amp; AGM and report on the financial status of the club</li><li>• Ensure that all club funds are spent appropriately</li><li>• Prepare draft annual accounts for submission to the auditor/independent examiner</li><li>• Present the audited accounts at the AGM</li><li>• Establish and maintain club banking arrangements</li><li>• Deposit all fee's subscriptions and funds</li><li>• Liaise with the Development Officer to ensure funding opportunities for the club are maximised</li><li>• Pay any bills incurred</li><li>• Act as one of the cheque signatories</li><li>• Manage the club PAYE scheme</li><li>• Review 3rd party contracts to ensure cost effectiveness and appropriateness of the T&amp;C's</li><li>• Prepare the annual budget for approval by the Governing Committee before the beginning of the new financial year</li><li>• Prepare budgets for specific projects and fundraising</li></ul>

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.