

Treasurers Role Description and person specification

The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

General financial actions

- Responsible for all aspects of finance within the club except the end of year accounts, charity commission report and gift aid contributions (assistant treasurers responsibility)
- Collection of Subscriptions every four weeks on club night
- Record all income and outgoings, keeping receipts and other documentation of finances incurred by the club
- Ensure at all times the solvency of the club
- To close the current years accounts SIX WEEKS before the AGM and request a bank statement for the date of closure
- To balance the accounts at the end of the financial year with all receipts and other relevant documentation
- To ensure the accounts are sent to an independent auditor to check and sign the statement
- To supply and ensure there is sufficient copies of the accounts statement for each member of the club before the AGM and to respond to any member of the club at large who has queries or comments regarding those finances
- To ensure the report of the accounts are sent to the Charities Commission at the end of the year
- To ensure the that the 'Gift Aid' information is gathered from club members appropriately

When taking over initially

Change the Signatures on the Club Bank Account (Treasurer, Chair, Secretary)

Qualities and Skills Preferred

- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.