



Role Outline

Club Treasurer

Role Overview

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through specific and separate club bank accounts.

Role Key Elements

- Managing all income and expenditure, including banking arrangements
- Managing legal requirements such as taxation and charitable status (as applicable)
- Reports regularly to the committee/chairperson on the club's financial status
- Prepares /presents financial year end report to AGM
- Financial planning, budgeting and monitoring throughout the year
- Maintains auditable Financial records
- Ability to ensure sound financial processes are maintained

Personal Attributes

- Good accountancy knowledge
- Great organisation skills
- Good administrative/IT skills
- Communication skills
- Attention to detail
- Ability to handle money and cheques / online banking
- Confidence with numbers