

# Treasurer

**Overview:**

In charge of the club's finances including record-keeping and reporting.

**Reports to:**

The Management Committee

**Time commitment:**

4 hours per week

**Responsibilities:**

- Manage the club's accounts and its income and expenditure throughout the year.
- Payment of all bills and settlement of all invoices.
- Pay in monies received.
- Signatory on club bank accounts.
- File obligatory tax, PAYE and NI.
- Discuss the financial health of the club with the committee.
- Update all financial records.
- Create the end of year report.
- Appoint third-party auditor to verify accounts.

**Skills and attributes:**

- High level of numeracy.
- Competent with IT for spreadsheets and HMRC systems.
- Experience of managing budgets and large sums of money.
- Comfortable with financial responsibility.
- Completely trustworthy given the monetary focus of the role.
- Meticulous record-keeping.