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| **Treasurer – Role Description** |

**Role:** Monitor the finances of the club producing accounts and monitor annual budgets.

**Useful skills and experience:** Good accountancy knowledge and a financial background

 Undertaking a relevant course in accountancy or finance

Excellent organisational skills

Good administrative and communication skills

Reliable

Approachable

Confidentiality

###### Tasks

* Maintain accurate and up to date financial records for the club
* Ensure that funds are spent appropriately
* Attend monthly Management Committee Meetings and AGM and report on the financial status of the club
* Report financial position to the committee at monthly meetings
* Prepare draft annual accounts for submission to the auditor/independent examiner
* Present the audited accounts to the AGM
* Liaise with independent audit to audit bar stock
* Establish and maintain club bank accounts and banking arrangements
* Deposit all fees, subscriptions and funds
* Liaise with Commercial Chairman to ensure funding opportunities for the club
* Pay any bills incurred
* Act as one of the cheque signatories
* Manage club PAYE scheme
* Review 3rd party contracts to ensure cost effectiveness and appropriateness of the terms and conditions, including the Nursery Contract, Utility providers, Cleaning Services, appropriate insurances etc
* Prepare the annual budget for approval by the management committee before the beginning of the new financial year.
* Prepare budgets for specific projects and for fundraising.

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.