

Treasurer Job Description

Role Overview, Key Responsibilities, and Required Skills

Role Overview

The Treasurer is a key member of the Committee and is responsible for overseeing the financial affairs and ensuring sound fiscal management. This role typically involves maintaining accurate financial records, preparing budgets, monitoring cash flow, and ensuring compliance with relevant financial regulations and policies.

Key Responsibilities

- Managing the Club's finances, including bank accounts, cash flow.
- Preparing annual budgets and monitoring expenditure against budgeted amounts.
- Maintaining accurate financial records, including receipts, payments, and account statements.
- Producing regular financial reports for the committee, or membership.
- Ensuring compliance with all statutory financial requirements, such as tax returns and audits.
- Authorising payments and monitoring incoming funds, membership fees or donations.
- Supporting fundraising activities and advising on financial implications of potential projects.
- Liaising with external parties, such as auditors, banks, and regulatory bodies.
- Presenting the annual financial statement at the AGM or other relevant meetings.

Required Skills and Qualifications

- Strong numeracy and analytical skills.
- Familiarity with financial software and bookkeeping practices.
- Excellent organisational and time management abilities.
- Attention to detail and accuracy in financial reporting.
- Ability to communicate complex financial information clearly to non-financial colleagues.
- Understanding of relevant financial regulations and compliance requirements.
- Experience in budgeting, forecasting, and financial planning.
- Integrity, reliability, and a commitment to confidentiality.
- Previous experience in a financial or accounting role is desirable, though not always essential.

Reporting and Relationships

The Treasurer reports to the Committee on a regular basis but also meets and supports Convenors in their fiscal and management role.

Additional Information

The Treasurer is part of the Committee and as such will be called upon to assist with competition management, clubhouse management and any other duties required.