**TREASURER – ROLE DESCRIPTOR**

The role of the treasurer is to ensure the committee is empowered to manage the financial affairs of the club. Responsible for ensuring the collection of all revenues due to the club and payment of the clubs financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club’s accounts, producing the club’s financial reports for presentation to the committee, the members at the AGM, and any external reporting obligations whilst complying to financial standards.

**Roles & Responsibilities**

* Prepare club budget and cash flow projection at the start of the year for review and sign off by the committee
* Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities
* Compare actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
* Provide monthly Income and Expenditure report to the committee meeting each month
* Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
* Implement financial management procedures which protect both the club’s funds and assets
* Control the club bank account(s), ensuring only those authorised are bank account signatories
* Ensure all approved expenditure is paid as when it falls due
* Ensure all moneys due to the club are collected
* Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
* Undertake all legislatively required reporting and submissions
* Act in the interests of the club at all times
* Attend committee meetings

**Knowledge and Skills Required**

* Enthusiastic and well organised
* Diligent with receipts and money
* Ability to work in a logical and orderly manner
* Honest and trustworthy
* Financial accounting or bookkeeping experience preferred
* Aware of future directions and plans of the club
* Able to work well with people and think innovatively
* Prepared to make a regular time commitment
* Good with IT / computers / email / accounting software / spreadsheets
* Able to present reports and findings at Committee meetings & AGM

**Qualifications and Training**

* Sign and adhere to the Clubs Code of Conduct