[CLUB NAME]

Job Description – **Club Treasurer**

**Job Title:** Club Treasurer

**Reports to:** Club President

**Responsible for:** Chair of the Finance Committee

**Work with :** Club Secretary

**Tenue / Term:** X Years

**Skills/Attributes:**

* Well organised
* Passionate about the club and its future
* Able to work well with people and think innovatively
* Prepared to make a regular time commitment
* Able to maintain accurate records
* Good with IT / computers / email / accounting software / spreadsheets
* Able to present reports and findings at Committee meetings & AGM

**Qualifications/Training/Experience:**

* Training appropriate to the level of book-keeping/accountancy activity required by your club
* Having sat on Finance Sub Committee for a minimum of \_\_ years

**The Club Treasurer is responsible for financial supervision of the club & in doing so provide good governance in this area - in this capacity they shall fulfil the following duties:**

**Club Governance**

* To understood the Club Constitution obligations and to form an effective Finance Sub-Committee
* Effectively communicate all club financial policies, principles and values in a clear and professional manner, be it internally or externally.
* Develop and review appropriate policies and procedures for club finance
* Working and communicating with the club secretary and appropriate committees
* Prepare monthly committee report(s)
* To attend committee meetings and report on sub-committee progress and findings, KPIs met and any other matters.
* Advise club committees in their management of the club finances
* To be present at the AGM and any EGM to offer support and information.
* Keeping up to date with all information from Bowls Scotland and other relevant organisations.

**Club Financial Management**

* Administer all day-to-day financial affairs for the club
* Undertake weekly & monthly payroll
* Complete VAT returns
* Maintain banking equipment/resources (i.e. card payment machines)
* Manage online banking procedures
* Lead the annual budget process and ensure an appropriate annual budget is proposed to the club committee for approval
* Develop long-range (5-year) financial forecast & budget
* Develop near & long-term capital investment programme
* Arrangement and dispatch of all invoices for payment
* Receipt of all monies received
* Bank all monies received
* Pay all accounts
* Act as signatory for club account
* Maintain accurate records of all income and expenditure
* Ensure all receipts and payments concur with bank deposits and withdrawals
* Issue yearly membership fees
* Keep accurate record of all membership payments
* Liaise with club auditors when required to prepare annual accounts
* Ensure all expenditure is justifiable and best cost for product has been achieved
* Maintain current asset register

***TIME COMMITMENT FOR THIS ROLE: \_\_\_\_\_ approx. hours per month/week.***

***Requirements to attend meetings \_\_\_\_\_\_***

***Any duties within this role descriptor may be amended by the President after consultation with the post holder and Committee.***