

Club Treasurer :

Key roles & responsibilities :

- Maintain the club's books and accounts
- Present the club financial position to the committee at each committee meeting
- Issue cheques and payment
- Be responsible for bank cards
- Bank cheques and receipts where necessary
- Keep a record of all club expenses including receipts
- Make payments to charity beneficiaries
- Maintain the club's bank accounts and bank relationship
- Promote good financial wellbeing for the club
- Advise on governance of financial matters as necessary
- Produce and present the annual accounts at the AGM
- Attend committee meetings

Skills and qualities required :

- Be well organised
- Good communication skills
- Attention to detail
- Good numeracy skills