

# CLUB TREASURER

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## **Role**

To produce and manage club accounts and monitor finances

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## **Skills**

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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## **Main Duties**

- Responsible for all club finances
  - Monitor the budget throughout the year
  - Issue receipts and keep records of all monies received
  - Plan the annual budget in agreement with the management committee
  - Ensure that funds are used appropriately
  - Keep up to date records of all transactions
  - Prepare end of year accounts and present to the auditor and management committee
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## **Commitment**

Ongoing responsibility for club accounts

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