

## Role Description - Treasurer



**fife athletic club**

[www.fifeac.org](http://www.fifeac.org)



### **Treasurer**

The Treasurer looks after the club accounts and financial dealings. The treasurer serves on and reports to the management committee.

#### Ideally, you'll need to be

- experienced in aspects of financial management, such as book-keeping and accounting
- numerate
- IT-literate (especially in the use of Excel)

#### What you will do:

- Look after the club's finances
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure
- Plan and monitor a budget for the club each year
- Prepare and present the end of year accounts at the annual general meeting
- Deposit money and issue receipts promptly
- Renew insurance annually
- Make sure the club has paid relevant affiliation fees
- Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate ([www.cascinfo.co.uk](http://www.cascinfo.co.uk))
- Ensure the accounts are audited for the annual general meeting

#### How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings.

#### What you'll get out of it:

- The opportunity to deploy and develop your financial skills within a vibrant local community group
- The rewarding experience of working closely with motivated and energetic club colleagues

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- JOB TITLE:** Treasurer
- RESPONSIBLE TO:** The Club Management Committee
- SKILLS REQUIRED:**
- bookkeeping experience
  - administrative competence
  - numeracy
  - financial integrity and acumen

### MAIN DUTIES:

- 1) Responsible for the club finances
- 2) Deal efficiently and effectively with all invoices and bills
- 3) Keep up to date records of all the financial transactions
- 4) Ensure that funds are spent properly
- 5) Issue receipts and record all money received
- 6) Attend committee meetings and present the budget report
- 7) Prepare the end of year accounts to present to the auditors
- 8) In agreement with the committee, plan the annual budget
- 9) Monitor the budget throughout the year

### SIGNATURES:

**Treasurer:**

Signed .....Date .....

**President:**

Signed .....Date .....