

HONORARY TREASURER

Purpose

Manage Club Finances

Key aspects of the role

Collecting and banking fees and other cash received

Paying Invoices / Affiliations / Competition fees / expenses

Entering transactions in accounting software

Bank reconciliations

Scrutinising costs / looking for savings

Managing utilities contracts / other service contracts / insurance

Managing bank account

Maintaining CASC / Gift Aid records with HMRC / Claiming gift aid

Reporting on finances to the Committee

Preparation of Annual accounts for AGM approval / liaison with auditor

Making recommendations re membership fees

Collecting / checking annual fees for membership/competitions and lockers in liaison with membership secretary

Looking / applying for funding

'Uniform' supplies

Oversee 100 Club draws

Monitor bar management

Skills that would help

Numeracy – knowledge of accounting not essential

PC skills: Excel / Word and Database software

Competence with on-line banking

Attention to detail