



## **Role Outline**

### **Club Treasurer**

## **Role Overview**

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through specific and separate club bank accounts.

## **Role Key Elements**

- Managing all income and expenditure, including banking arrangements
- Managing legal requirements such as taxation and charitable status (as applicable)
- Reports regularly to the committee/chairperson on the club's financial status
- Prepares /presents financial year end report to AGM
- Financial planning, budgeting and monitoring throughout the year

## **Personal Attributes**

- Good accountancy knowledge
- Great organisation skills
- Good administrative/IT skills
- Communication skills
- Attention to detail
- Ability to handle money and cheques carefully
- Confidence with numbers