



Treasurer Roles and Responsibilities

Role: Monitor the finances of the club producing accounts and monitor annual budgets.

Approximate time commitment: Ongoing throughout the season

Useful skills and experience:

- Good accountancy knowledge and a financial background
- Undertaking a relevant course in accountancy or finance
- Excellent organisational skills
- Good administrative and communication skills
- Reliable
- Approachable
- Confidentiality

Tasks

- Maintain accurate and up to date financial records for the club.
- Establish and maintain club bank/building society account and banking arrangements
- Report financial position to the committee with production of monthly balance sheet prior to each meeting.
- Collect and deposit all fees, subscriptions and funds from Captains, Vice Captains, Bar Manager.
- Liaise with the Membership Manager on which players have paid and not paid their subscription or match fee.
- Prepare and issue receipts for monies received
- Ensure that funds are spent appropriately
- Explore funding opportunities for the club in collaboration with Executive Committee.
- Pay any bills incurred in a timely manner.
- Prepare end of year financial report for AGM
- Recommend pricing policy for subscription and match fees on an annual basis.

If you would like further information or wish to apply for this opportunity please contact:

Contact Chairman Copford CC

