**Role & Responsibilities of the Treasurer**

Role: Treasurer

Responsible to: Trustees through the Chair of Trustees

Role purpose: To produce accounts and monitor finances to ensure the club remains solvent and to deal with the day to day financial transactions required by the club.

Commitment: 1 – 2 hours per week plus monthly trustee meetings

Main Tasks:

* Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
* Produce a budget for the club
* Be responsible for the collection of monies and banking of monies; or ensure that this happens through a nominated person.
* Maintain financial records via input of club receipts and expenditure to the club financial software package.
* Provide monthly reports to the trustees
* Prepare annual accounts and auditors report for the AGM

Skills required

* Organised, honest and trustworthy
* Able to keep records and be confident about handling figures and money
* Basic PC skills including Excel.
* Training will be provided in use of club accounts package, PayPal, Eola and online banking software.
* Similar experience in accounts is desirable and a knowledge of spreadsheets

It is hoped that the treasurer may build a team to support them in this role as required.

Requirements for the role

The person elected will serve as a trustee and agrees to sign all relevant trustee declarations as required by the Charity Commission. They agree to represent the best interests of the club in all situations and report any potential conflicts of interest to the Trustees, and possibly the Charity Commission.