



*Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.*

## **Honorary Treasurer**

### **Purpose**

To manage club finances, contribute to strategic business planning and review and recommend financial policies for the club to ensure that the finance work appropriately for the club.

### **Key aspects of the role**

**1. Lead on all financial issues:**

Plan and monitor a budget each year; prepare and present the accounts for the end of year financial report and keep the committee informed of any trends and issues. If relevant, manage the club investment portfolio.

**2. Manage financial transactions, subscriptions and contracts**

Prepare and submit any relevant statutory documents, including VAT, tax, grant reports, etc. Renew insurances annually and ensure the club has paid relevant affiliation fees. Working in conjunction with the membership secretary, monitor membership subscriptions income.

**3. Monitor commercial activity**

In conjunction with the bar manager, monitor bar or hall hire, catering etc. Deal with suppliers, coordinate timely payments and ensure that all appropriate documentation is obtained.

### **Is this role for you?**

If you are financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns, PAYE with accurate record-keeping, computer and numerical skills, you could fulfill a respected role in the club and provide a vital service.