

Job Description: Club Treasurer

Role: Volunteer (Unpaid Executive Committee Position)

Time: 3–4 hours a week (includes managing accounts, monthly meetings, and tracking cash on competition days)

Reports to: Club President and Committee

What is the goal?

To manage the club's finances responsibly, ensuring all money is accurately tracked, bills are paid on time, and the club remains financially healthy.

What will you do?

- **Manage day-to-day banking:** Pay supplier invoices (like equipment and trophies), reimburse volunteer expenses, and deposit club funds.
- **Track club income:** Monitor cash flow and digital payments from registration fees, canteen sales, uniform purchases, and sponsorships.
- **Report financial health:** Prepare and present a simple budget update and bank balance report at monthly committee meetings.
- **Keep accurate records:** Maintain clean financial books using basic accounting software or spreadsheets for auditing purposes.
- **Present at the AGM:** Produce the final annual financial report to share with club members at the Annual General Meeting (AGM).

What skills do you need?

- Basic accounting, bookkeeping, or strong spreadsheet skills.
- High level of honesty, trustworthiness, and attention to detail.
- Good time management to meet payment and reporting deadlines.