



Treasurer Role Profile

Responsible to: Chair

Reports to: Chair, Secretary and Committee

Purpose: Responsible for producing and managing the club's accounts and finances and responsible for all income and expenditure of the club

Roles and Responsibilities

- Responsible for all club finances by ensuring adequate accounts and records exist.
- Plan the annual budget in agreement with the club committee and to monitor throughout the year to ensure expenditure doesn't exceed resources.
- Prepare end-of-year accounts and present for external verification, management committee and AGM.
- Ensure that all funds are used appropriately and banked promptly.
- Ensure up-to-date records of all transactions and records of income and expenditure are maintained.

Skills and Qualities

- Financial background.
- Sound knowledge of club accounts.
- Methodical.
- Diplomatic and discreet.

NAME	STUART ARON		
SIGNED	KSAR	DATE	27/03/18