



# HONORARY TREASURER

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## Role

To produce and manage the club accounts and monitor finances on an ongoing basis.

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## Skills

- Approachable.
  - Well organised and efficient.
  - Reliable and honest.
  - Working knowledge of Microsoft Excel.
  - A working knowledge of Sage, or a similar accounts package, is desirable.
  - Some financial background and a knowledge of producing accounts is desirable.
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## Main Duties

- Responsible for all club finances.
  - Ensure that club funds are used appropriately.
  - Prepare the annual budget in conjunction with the management committee.
  - Keep up to date records of all transactions.
  - Issue receipts and keep records of all monies received.
  - Monitor the conformance to budget throughout the year.
  - Prepare end of year accounts and present them to the management committee and the appointed external auditor.
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## Commitment

An ongoing responsibility for dealing with all club finances.  
Attending monthly management meetings.

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## Benefits to Self

Contribution to ensuring a well-managed club.

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