

BEDFORD AND COUNTY ATHLETICS CLUB

Role Description: Treasurer

The Club Treasurer is responsible for the managing the flow of money into the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the treasurer works to ensure the club can meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income exists.

The treasurer also works in conjunction with the committee in planning the development of the club e.g. creating annual budgets, estimating funds required for a capital project like a new facility and projecting membership and income for future years to contribute towards prudent planning of the club's future.

Responsibilities:

- Manages the club's income and expenditure and its assets and liabilities.
- Maintains bank account(s) in the name of the Club in accordance with mandate ratified by the Committee.
- Produces an end of year financial report.
- Identifies a suitable individual to independently review the annual accounts
- Regularly reports back to the club committee on all financial matters
- Depending on the type of legal structure reporting back to the relevant body as required.
- Efficient payment of invoices and bills.
- Proposes amendments to annual subscriptions as appropriate.
- Deposit cash and cheques that the club receives.
- Keeps up to date financial records.
- Arranges handover or succession planning for the position.
- Takes responsibility for personal conflicts of interests and declaring, recording and managing these appropriately.

Person specification

- As with any position with a responsibility for handling money, the treasurer is expected to be transparent and honest in their dealings as a representative of the club.

- Good record keeping is essential and while a background in finance or accounting is not imperative for this role, it is preferable to have someone who is experienced in managing accounts.