Treasurer

Role Description

Look after the finances of the Club.
The Treasurer must be well organised, able to keep records, careful when handling money, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instance decisions when necessary.

Commitment

Up to 1 hours per week in addition to attending Coaches and Committee Meetings meetings.

Responsibilities

1. Collecting subscriptions and all money due to the Club.
2. Paying the bills and recording information.
3. Keeping up date records of all financial transactions.
4. Ensuring that funds are spent appropriately and in line with the Club's objectives.
5. Accurately record all money received.
6. Reporting regularly to the Committee on the financial position.
7. Preparing bank reconciliations on a regular basis.
8. Preparing a year end statement of accounts.
9. Presenting an end of year financial report to the AGM.
10. Financial planning including producing an annual budget and monitoring it throughout the year.
11. Managing bank mandate and access to bank account.

Essential Skills & Character	Desirable Skills
1. Enthusiastic and well organised. 2. Ability to keep sound records. 3. Ability to learn and use cloud accounting software. 4. Ability to allocate regular time periods to maintain the books. 5. Diligent with receipts and money. 6. Willing to learn new skills if necessary. 7. Dedicated club person. 8. Honest and trustworthy.	1. Financial accounting experience. 2. Negotiating skills. 3. Computer skills.

Accreditation Criteria						
In date FA CRC	Safeguarding Children Course (valid for 2 Years)	Safeguarding Children for Committee Members	Introduction to First Aid in Football (Valid for 3 years)	Welfare Officer's Course	Playmaker course	Introduction to Coaching Football
		✓				