

Role Outline:	Treasurer
Responsible to:	Club Committee

The treasurer is the head finance manager for the club. You will facilitate the collection and disbursement of club funds, and take responsibility for keeping accurate books that will enable you to give a full financial report whenever requested.

Ideally, you'll need to be:

- A capable numbers person;
- Methodical and with great attention to detail;
- Skilled at administration;
- Well-organised and conscientious;
- IT literate (especially the use of excel).

What you will do:

- Managing the club's income and expenditure in accordance with club rules;
- Producing an end of year financial report;
- Identifying a suitable individual to independently review the annual accounts;
- Regularly reporting back to the club committee on all financial matters;
- Efficient payment of invoices and bills;
- Depositing cash and cheques that the club receives;
- Keeping up to date financial records;
- Arranging handover or succession planning for the position.

How much time will it take?

This role in most cases will take about 1 to 2 hours per week, mainly evenings - although may take up additional time around the end of year financial reporting.

What you'll get out of it:

If you're a numbers person this is the role for you. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of athletes and coaches.