Volunteering- Club Treasurer

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| **Main Purpose of Role:** | To collate a record of accounts, monitor finances of the club and ensure that the club remains solvent |
| **Hours a Week (Approx):** | 2 Hours |
| **What will you be doing:** | * Manage the club’s finances * Attend club committee meetings and report on the clubs financial position * Prepare an annual report for the AGM * Agree budget with club committee * To raise cheques as requested * To act a signatory on club cheques * To pay volunteer expenses as agreed by the club committee * To bank all money collected * To record and monitor all transactions and keep accurate records of club income and expenditure * To undergo audits when requested * Liaise with the club’s bankers |
| **Equipment Needed:** | Computer  Mobile/Phone |
| **Desired Skills:** | * Accounting/Finance experience * Organisational skills * Administrative skills * Communication skills * Reliable * Approachable * Confidentiality |
| **Expenses Paid:** | Postage, Stationary, Phone expenses |
| **Training Available:** | The Berks & Bucks FA will offer workshops, 1 – 1 sessions, info guides, and support via phone, webex or email. “Understanding Club Finances” workshop. |
| **Where the role will be carried out:** | Most of the role can be carried out at home although travel is required to meetings/matches |
| **Who will need updating on issues:** | You will need to report to committee meeting, AGMs etc with the clubs finances. Coaches and managers need to be aware of what can be spent and money collected. |
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