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
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| **Equipment Needed:** | ComputerMobile/Phone |
| **Desired Skills:** | * Accounting/Finance experience
* Organisational skills
* Administrative skills
* Communication skills
* Reliable
* Approachable
* Confidentiality
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| **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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