

TEMPLATE
Treasurer Job Description

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Treasurer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Treasurer

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES:

- 1) Responsible for the club finances
- 2) Deal efficiently and effectively with all invoices and bills
- 3) Keep up to date records of all the financial transactions
- 4) Ensure that funds are spent properly
- 5) Issue receipts and record all money received
- 6) Attend committee meetings and present the budget report
- 7) Prepare the end of year accounts to present to the auditors
- 8) In agreement with the committee plan the annual budget
- 9) Monitor the budget throughout the year.

TIME COMMITMENT:

SIGNATURES: **Treasurer**

Date

Chair

Date