

Radley AC

Treasurer

Job description

1. Receive monies from team managers, membership secretary, and from any other sources. Document and bank.
2. Receive invoices from suppliers and agree payment and raise cheques.
3. Agree sundry payments to officers and members of the club on receipt of relevant invoices
4. Reconcile bank account monthly.
5. Prepare statement of income and expenditure for each committee meeting.
6. Prepare annual accounts and present at AGM subsequent to having been agreed by committee and duly audited.
7. Prepare figures in support of any grant applications and monitor and manage spend against such applications.
8. Prepare financial projections for each year and monitor actual expenditure against projections as the year progresses, highlighting any significant variances at committee meetings for discussion.
9. Provide support and advice to the committee in relation to financial matters generally, including fundraising, and any significant new planned expenditure.
10. Delegate duties to members of the Committee as appropriate e.g. collecting and banking monies ensuring overall control and responsibility is maintained.