



Club Honorary Treasurer

What you can do for your club:

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time
- Review and recommend financial policies for the club to ensure fairness and equality of opportunity eg reimbursement of out of pocket expenses
- Contribute to strategic business planning for the club's future

The role:

Reporting to the management committee you will:

- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep accurate records of all transactions
- Keep the committee informed of any trends and issues
- Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, grant aid reports)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees
- Raise invoices and undertake credit control as required
- Deal with suppliers, coordinate timely payments, ensure appropriate documentation obtained
- Manage cash flow
- Monitor membership subscription income (likely in conjunction with membership secretary)
- Monitor commercial activity (bar, hall hire, catering etc) (likely in conjunction with bar manager or equivalent)
- Manage the club investment portfolio (if relevant)

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, PAYE (and investment if relevant)
- Numerate
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll get out of it:

A club cannot function without handling money, so this is a key role with a great deal of responsibility. You'll already need to be financially competent and this is a great way to keep those skills sharp. You'll be fulfilling a respected role in the community and providing a vital service to the club.

How much time it will take up:

Depending upon the size of the club, around 4 – 7 hours per week, rising at financial year end.