

Tri-Anglia Role Description



Role: Treasurer

Doc History: Created 16 March 2018 version 0.01

Responsible to:

- Trustees
- Fellow committee officers
- Club members

Purpose:

- Responsible for producing and managing the club's accounts and finances and be responsible for all income and expenditure for the club.

Commitment:

- Meeting attendance and ad hoc financial tasks as required by the club.

Role Responsibilities

- To be responsible for all club finances by ensuring adequate accounts and records exist.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present for external verification, management committee and AGM.
- Arrange for Annual Audit of Accounts.
- To ensure that all funds are used appropriately and banked promptly.
- To maintain up-to-date records of all transactions and records of income and expenditure.
- Contribute to committee discussions and decisions.
- Ensure payment of invoices.
- Advise committee and trustees of possible improvements to financial operations.
- Maintain access to bank accounts for appropriate committee officers.
- Receives post sent to Club PO Box and responds or distributes as appropriate.
- Contributes relevant appropriate content to club website and club newsletter.

Skills and Qualities

- Have a financial background.
- Have a sound knowledge of club accounts.
- Methodical.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Is a member of Tri-Anglia and complies with the club's Code of Conduct
- Is ideally a Triathlon England member.

Recognition

- Following years club membership.

Role Appointment Acceptance – Treasurer

Appointed Treasurer

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____