

TREASURER



JOB DESCRIPTION

Responsible To: Chairperson

Job Purpose: To ensure that a financial management system and reporting system is put in place and operable so the club committee has full understanding of the financial status of the club at all times.

MAIN DUTIES

- Prepare budget to reflect income and expenditure of the club for presentation at the AGM.
- Pay invoices and expenses in a timely manner.
- All monies received to be handed to the Treasurer where a receipt will be issued, and monies deposited into the club bank account.
- Treasurer must maintain: Members subscription record of bankings, cash receipts and payment records, register of assets and liabilities records.
- Attendance of club quarterly meetings and AGM.
- Prepare a report for the AGM.
- Ensure all bank signatory mandates are kept up to date.
- Allow financial records to be audited if the committee directs this.