# Treasurer Juniors (Committee)

## Role Description

Look after the finances of the club.

The treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instance decisions when necessary.

## Commitment

Approximately 3 hours per week, and attending meetings at weekends and evening.

Attendance at “Committee Meetings”.

## Responsibilities

1. Help collecting all money due to the organisation.
2. Paying the bills and recording information.
3. Keeping up date records of all financial transactions.
4. Ensuring that all cash and cheques are promptly deposited in the bank or building society.
5. Ensuring that funds are spent appropriately and in line with the Club’s objectives.
6. Accurately record all money received.
7. Reporting regularly to the committee on the financial position.
8. Preparing bank reconciliations on a regular basis.
9. Preparing a year end statement of accounts to present to the Auditors
10. Arranging for the statement of accounts to be audited
11. Presenting an end of year financial report to the AGM.
12. Financial planning including producing an annual budget and monitoring it throughout the year.
13. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports).
14. May create invoices for external agencies working with us
15. Other finance related duties.

Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

## Constraints

1. None identified.

## Accreditation Criteria

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| DBS | SafeguardingChildren | First Aid | ClubWelfare | FA Level1 | FA Level2 | FA YouthModule | LicencedCoach | Other |
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