

## **TREASURER**

### ***ROLE DESCRIPTION***

To manage (insert club name) volleyball club finances and maintain accurate financial records.

### ***SKILLS/QUALITIES REQUIRED***

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable
- Access to a computer is advantageous and a working knowledge of spreadsheets and/or similar systems desirable
- Must be numerate

### ***MAIN DUTIES***

- Responsible for all club finances
- To produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
- To produce an end of year financial report for the AGM
- Regular report to the committee on the financial position of the club

### ***COMMITMENT***

Attend AGM and have ongoing responsibility for club accounts