**Club Treasurer**

**Role Description**

The overall role of the Treasurer is to ensure that all financial matters within the club are managed correctly and efficiently. S/he must ensure that proper books of accounts along with proper controls and procedures are in place and adhered to. S/he should have ultimate responsibility for financial matters within the club.

*Reports/accountable to*

* Chairperson/ Club Committee

**Responsibilities**

1. To ensure proper financial records and procedures are maintained

* To oversee and present accounts and financial statements to the Club Committee on a quarterly basis
* To ensure that appropriate accounting procedures and controls are in place and adhered to in relation to all financial matters
* To ensure that the accounts are audited and meet the auditing standards required
* To ensure any recommendations of the auditors are implemented
* To liaise with other committee members about financial matters
* To ensure compliance with relevant legislation

1. Financial planning and reporting

* To prepare a detailed Club financial budget at the beginning of each year, which should be agreed and accepted by the Club Committee
* To advise the Club Committee of the financial implications of strategic and operational plans
* To provide accurate and up to date assessment of the Club’s finances at Committee meetings
* To make presentations of accounts at the Club AGM

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| SKILLS | KNOWLEDGE |
| * Experience of financial control and budgeting * Experience of fundraising * Good communication and interpersonal skills * Good organisational skills with an eye for detail * Ability to work well with the Chairperson and the Committee * Ability to ensure decisions are taken and followed up * Ability to delegate key tasks to other officers where required * Good I.T. knowledge and understanding of accounting software | * **Be familiar with The official guide and all County by-laws** * **Clear and detailed knowledge of LGFA’s structures, rules, regulations and procedures at all levels of the Association** * **Clear and detailed knowledge of the LGFA’s coaching schemes and initiatives** * **Clear and detailed knowledge and management of financial systems and accounts in order to manage day to-day County Committee finances (in association with the Treasurer)** * **Working knowledge of IT related packages and systems** |

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| OTHER REQUIREMENTS |
| * Have time to do the job * Have a genuine interest in the Association * Be of good standing in the community |