**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
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