

MEDWAY & MAIDSTONE A.C.

ROLE DESCRIPTION FOR TREASURER

The Treasurer reports to the Club Chair

The role of the Treasurer within the Club is to:-

- Accurately manage all Club finances, and maintain accurate records of the financial status of the Club.

The Treasurer is expected to:-

- Manage and co-ordinate all financial issues of the Club including taxation
- Administer Club accounts and record transactions
- Ensure that there are adequate financial controls and procedures in place and that these are regularly reviewed with a view to minimising risk
- To ensure a budget is set which is agreed by the Management Committee
- Be involved in fundraising where necessary
- Keep up to date with changes in legislation which affect the Club financially
- Take a lead in appraising the financial risk of future plans/proposals
- Prepare for and attend Management Committee meetings

The Treasurer is expected to take responsibility for:-

- Ensuring the Management Committee receives up to date and accurate financial information
- Ensuring that sound financial advice is provided to the Management Committee, particularly in relation to long term planning, club structure, taxation and the production of financial plans
- Ensuring that any investments made are sound and in line with the Club's non-profit status, not precluding the earning of interest, and that all assets are managed in the best interests of the Club
- Ensuring accounts are prepared in line with appropriate accounting standards and that financial returns are submitted as frequently as required
- Ensuring that books and accounts are reviewed after the end of each financial year
- Presenting the reviewed accounts at the Club's AGM, drawing attention to any salient points
- Discuss with and ensure any agreed reviewers' recommendations are acted upon
- Taking the lead in the appointment of reviewers