



Cam Cricket Club
The Pavilion, Everlands,
Cam, Dursley,
Gloucestershire, GL11 5NL
www.camcc.co.uk



TREASURER – ROLES AND RESPONSIBILITIES

Role: Monitor the finances of the club producing accounts and monitor annual budgets.

Useful skills and experience: Good accountancy knowledge and a financial background
Undertaking a relevant course in accountancy or finance
Excellent organisational skills
Good administrative and communication skills
Reliable
Approachable
Confidentiality

Tasks

- Maintain accurate and up to date financial records for the club
- Ensure that funds are spent appropriately
- Attend monthly Management Committee Meetings and AGM and report on the financial status of the club
- Report financial position to the committee at monthly meetings
- Prepare draft annual accounts for submission to the auditor/independent examiner
- Present the audited accounts to the AGM
- Establish and maintain club bank accounts and banking arrangements
- Deposit all fees, subscriptions, and funds
- Liaise with Chairman to ensure funding opportunities for the club
- Pay any bills incurred
- Act as one of the cheque signatories
- Prepare the annual budget for approval by the management committee before the beginning of the new financial year.
- Prepare budgets for specific projects and for fundraising.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.