



# Trentham Canoe Club (TCC)

## Treasurer

### Role Description

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**Responsible to:** Committee through the chairperson

**Role purpose:** To produce accounts and monitor finances to ensure the club, centre or committee remains solvent

**Commitment:** 1 - 2 hours per week plus committee meetings

#### Main Tasks

- Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
- Produce a budget for the club, centre or committee
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- Provide regular reports to the committee
- Audit the books annually and produce a report for the AGM with the honorary auditors report

#### Skills required

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money o Similar experience in accounts is desirable
- Knowledge of spreadsheets

#### Resources to assist in role

Club Matters <http://www.sportenglandclubmatters.com/club-finances/>

#### Review History

Date	Version	Activity	Lead
March 2018	V1		Hadrian Smith