HARDLEY RUNNERS

Job Description – Treasurer

Post currently held by

Jan Anglim

Duties and Responsibilities

The Treasurer of the club is responsible for producing and managing the club's accounts and finances, and should report to the Club Chairperson. This role will include being responsible for all income and expenditure for the club.

- To receive member dues from Membership Secretary/Paysubsonline/Paypal.
- To receive invoice of EA dues from Membership Secretary and pay by bacs,
- Maintain accurate financial records throughout the year to be reviewed at any time.
- Inform the club of its financial strengths and weaknesses at committee meetings and AGM.
- Liaising with Club Secretary to make sure all Affiliation fees are paid.
- Liaising with Club Secretary to make sure all clock hire monies are paid.
- Pay other bills promptly.
- Reconcile bank statements.
- Deposit club funds.
- Keep cheque books safely. Obtain the two other signatories for cheques. Most payments now by bacs
- To obtain receipts for all expenditure.
- To prepare end of year accounts and present to the AGM with Treasurers report.
- To ensure that all funds are used appropriately.

Commitment / Time for the Role

- Attendance at Committee Meetings. 4 per year plus AGM
- Keeping accounts up to date should not take longer than one hour per month.
- Few extra hours at year end.

Extra Duties

- Act as Treasurer for CC6 league collecting club fees and paying all invoices (permits, medical cover) in conjunction with CC6 organiser (M. Loveless). Produce end of season accounts.
- Keep accurate financial records of all monies for Solent Half Marathon coming in and out of Hardley Runners account. Paying invoices. Giving all proceeds to nominated charities. Produce SHM P&L.
- Also includes sourcing and purchasing the goody bag items and wine, sorting out vouchers for all winners, obtaining medical cover, liaising with our timing and results partner. (Although these need not be treasurer's role)

Skills and Qualities – Helpful but not Essential

- Enthusiastic with a good knowledge of the club and its financial position
- Financial background and knowledge of managing and producing accounts
- Using and producing accounting spreadsheets
- Reliable and honest

Contact me if you have any questions or need any help

Updated August 2017 (by JA)