## Treasurer Role Description

**Overview of the Role**

The Treasurer is responsible for the management of finances for the venue.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Having responsibility for financial planning, including an annual budget and monitoring spend/income against this
* Maintaining accurate and up-to-date financial records
* Providing a financial update at each committee meeting
* Being the named signatory alongside the chairperson and secretary on the club’s bank account
* Collecting membership fees and money due to the club
* Paying all bills and issuing receipts
* Preparing end-of-year accounts to present to the auditors and at the AGM
* Making recommendations to the committee on increasing cost saving measures
* Working with the grants and funding officer to plan for fundraising events, such as the provision of floats, and to use grants to support venue development

**Skills and experiences needed for the role**

* Good accountancy knowledge and ideally a financial background
* Honesty and integrity
* Good organisation and communication skills
* Approachable and reliable

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will need to attend committee meetings and the AGM

**Further Information**

* This role does not require a DBS check