

RLTC 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
- Keep Companies House documents up to date with relevant significant persons
- Complete annual statement and submit to Companies House

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 the outgoing treasurer who will go through the process with you. You will receive ongoing support from the president.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week
- You will need to attend committee meetings and the AGM

Further Information

- This role does not require a DBS check