

CAM CRICKET CLUB



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HONORARY TREASURER

JOB DESCRIPTION

To do this job well you must:

- Have plenty of energy.
- Be able to undertake regular weekly and monthly tasks.
- Have tact and discretion.
- Have good communication skills.
- Be methodical and reliable.
- Be able to communicate effectively.
- Be able to maintain confidentiality.
- Be able to react to opportunities and make decisions.
- Be numerate – understand a balance sheet and profit and loss account.
- Be able to explain financial matters to non-financial people.

Responsibilities:

- Joint responsibility for all Club financial matters with Chairman and Hon. Secretary. Signatory to Club bank accounts (with Club Chairman and hon. Secretary).
- Preparation of monthly management accounts.
- Preparing a reporting pack for the auditors.
- Reporting to the members at the AGM.
- Attending management committee and full committee meetings.
- Approving invoices, paying creditors and issuing sundry cheques.
- Moving money between bank accounts- as required in the best interests of the club.
- Cash flow management.
- Ensuring all Club insurance premiums are paid on time.
- Chasing debtors.
- Various financial related correspondence.
- Providing ad-hoc information to various sectors within the Club.
- Receiving accounts from club sub-sections.

Accountabilities:

- Management committee.