



# Winnersh Rangers FC

## Treasurer

### **Purpose of the Role**

To produce the Club's annual budget and maintain an accurate record of the Club's finances.

The role is mandatory within the club's constitution.

### **Roles & Responsibilities**

- Maintain the Club's bank account and reconcile monthly to bank statements.
- Keep track of subscriptions paid by bank transfer.
- Bank monies as required - subscriptions, fundraising, café, soccer school, etc.
- Check all invoices received are accurate and valid for payment with the committee member responsible for that type of expenditure.
- Make payments for invoices to club suppliers ( mainly via online banking )
- Provide periodic financial updates to the committee.
- Prepare annual statement of income and expenditure for submission to the committee, and subsequent presentation to the members.
- Prepare annual budget for discussion by committee.
- Assist as required in any and all financial matters arising within the Club.

### **Skills and experience**

- Ability to keep simple books of account
- Working knowledge of Excel, Word and email
- Reasonable organisational and record keeping skills
- Working knowledge of the club's constitution