

St Catherine's Committee Position Description

Position Title: TREASURER

Main Purpose of the Role:

The role is responsible for recording the clubs financial transactions & ensuring funds are expended & collected in a diligent manner.

Experience and Tasks:

1. Prepare budgets to Annual General Meetings
2. Provide monthly reports to committee on clubs financial position
3. Provide summary of payments for ratification by committee at monthly meetings
4. Reconcile payments received at sign on with registrars summary
5. Reconcile bank statements
6. Reconcile sponsor payments
7. Ensure creditors are paid promptly
8. Maintain records
9. Arranging external audits of clubs financial records each year for Annual General Meeting

Personal Attributes:

1. Experience in data base entry
2. Experience in accounting principles
3. Possess the ability to maintain a strong attention to detail and a commitment to providing the best possible service for club members
4. Sound oral and written communication skills including the ability to liaise effectively with fellow committee members, council representatives club members
5. Possess the ability to manage time effectively, meet deadlines and stay calm and organised.
6. Self motivated with the ability to use initiative to solve problems.
7. Possess a strong work ethic and a positive and flexible approach.