The Club Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Club Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.

**Responsibilities**

* Develop and provide reports on all of the clubs financial affairs
* Be the lead on the annual financials process for the AGM
* Support the President in the development of the Club Plan by being able to provide support on financial planning.
* Support any required auditing processes
* Be responsible for any incoming funds and external payments including funds, grants, salaries and wages.
* Maintain accurate records for all financial income and expenditure
* Provide relevant financial reports at committee meetings

**Attributes**

* Has a financial background and expertise
* Has the ability to develop and maintain accurate financial records
* Trustworthy/Honest to be dealing directly with club financials and petty cash
* Strong computer skills
* Excellent communication skills
* Well organised and an efficient worker