Role: Treasurer

 **Name of Club:** Club Name

**Role:** Treasurer

**Responsible to:** Club Committee

**Application deadline: xx/xx/xxxx**

**Responsibilities**

* Managing the club’s income and expenditure in accordance with club rules
* Producing an end of year financial report
* Monthly report to the club committee on all financial matters
* Make payment of invoices
* Proposing amendments to annual and weekly subscriptions as appropriate
* Depositing cash and cheques that the club receives
* Keeping up to date financial records
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

*Please send a short supporting statement about why you think you would be successful in this role to ………………………..*

*These are some examples of responsibilities – please change this to fit your club/organisation*