

LANSDOWN HOCKEY CLUB

www.lansdownhockey.co.uk



CLUB TREASURER ROLES & RESPONSIBILITIES

NAME:

REPORTING TO: Lansdown Hockey Club Committee

Role Purpose

To produce the accounts, manage the assets, liabilities and financial records of Lansdown Hockey Club (LHC).

Main Duties

- To maintain, monitor and archive the financial records.
- Hold bank account in the name of the club
- Act as a signatory on the club account (and appoint 3 others as agreed by the Club Committee)
- Prepare annual balance and profit & loss sheets
- Keep detailed written records of all accounts
- To provide a simple reporting process with comments on any changes
- To produce the end of year accounts and draft budget for the forthcoming year
- To ensure prompt collection and payment of all invoices and fees
- To account for affiliation fees and match payments received from club members
- To sit on LHC committee
- To work alongside the secretary to see that all affiliation/registration documents are accurate and are paid on time.

This role description is not to be regarded as exclusive or exhaustive and in consultation with the County committee, may be altered at any time.

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Experience or Attributes

- Any qualification in accounting or bookkeeping would be desirable.

Benefits to Lansdown Hockey Club

- Enhancement of accountancy skills and experience in the financial systems of an organisation.
- By ensuring Lansdown Hockey Club is financially sustainable with surplus investment back in to the club.

Essential

- CRB Disclosure -

Signed (Club Chairman) : Date

Print Name:

Signed (Club Secretary):.....Date

Print Name: