

Wessex Volleyball Club



Club Treasurer

Who will I work with?	<ul style="list-style-type: none"> • Main Club Board and those looking after finances for teams or sections
What will I do?	<ul style="list-style-type: none"> • Look after the finances of the club • Collect subscription fees and all money due to the club • Regularly liaising with Team/Section Managers to ensure all members attending are pay club fees • Pay bills and record information • Keep up to date records of all financial transactions • Ensure that funds are spent appropriately • Issue receipts for monies received • Report regularly to the board on the clubs financial situation • Preparing an end of year statement for auditing • Present an end of year financial report to the AGM • Financial planning including an annual budget • support the efficiency running of the club
How much time will I need to give?	<ul style="list-style-type: none"> • Approximately 2-3 hours per week and attendance at Club board meetings
What do I need to do this role?	<ul style="list-style-type: none"> • Accountancy or bookkeeping skill/qualification and/or experience of a similar position - highly desirable • Need to be well organised and careful when handling money • Scrupulously honest and able to answer questions in meetings • Prepared to make instant decisions when necessary
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a vital difference in your club • Learning new skills and developing your ability to carry out financial management tasks • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering/employment opportunities • The enjoyment of meeting new people as part of a team • Training opportunities through external courses