



Surf Life Saving Great Britain Role Description - Club Treasurer

Purpose: To be the day to day financial manager of the club, working closely with the committee, providing annual budgets and regular financial reports in order for the committee to make informed decisions and monitor performance against budget.

Main Responsibilities:

- Invoicing and collecting subscriptions and all money owed to the club
- Ensuring that all cash and cheques are deposited promptly in the bank or building society
- Issuing receipts for all money received and recording this information
- Paying the bills and recording the information
- Helping to prepare and submit any statutory documents that are required by law (e.g. in the case of a club with employees, PAYE & NI returns, tax returns)
- Keeping up-to-date records of all financial transactions
- Reporting regularly to the committee on the club's financial status
- Identify fundraising opportunities (e.g. government grants, sponsorship)
- Presenting an end-of-year financial report to the AGM
- Financial planning, including producing an annual budget and monitoring it throughout the year

Key Skills:

- Available time to fulfil the role
- An ability to keep records
- An ability to handle money and cheques carefully
- Ensure that tasks you have delegated have been actioned
- Be alert to constitutional and legal requirements
- Numeracy

Behaviours:

- Enthusiasm
- Be a good communicator and planner
- Honesty and integrity
- Be impartial and tactful
- Be a good decision maker

