



TRIATHLON
ENGLAND

Crowborough Tri Club Treasurer

Role Description

January 2023

Title: Club Treasurer

Responsible to: Club Chair and Club Management Committee

Position Overview

The role of the Treasurer is of high importance in managing all the club's financial matters ensuring all payments are received, recorded and invoices are paid within any specified period. The Treasurer will also manage the club's bank account and provide the Club's Management Committee with a regular financial forecast.

Commitment

This role requires a high level of integrity and financial acumen. The post holder will be responsible for the collection, recording and banking of all club funds and paying invoices. They will also be expected to attend all club management meetings.

Main Roles & Responsibilities

- Manage the club's accounts and its income and expenditure throughout the year.
- Payment of all bills and settlement of all invoices.
- Pay in monies received.
- Signatory on club bank accounts.
- File obligatory tax, PAYE and NI (if required)
- Discuss the financial health of the club with the committee to ensure funds are used appropriately.
- Update all financial records.
- Create the end of year report for club AGM.
- Appoint third-party auditor to verify accounts.

Relevant Skills and/or Aptitudes

- High level of numeracy.
- Competent with IT for spreadsheets and HMRC systems (if required).
- Experience of managing budgets and large sums of money.
- Comfortable with financial responsibility.
- Completely trustworthy given the monetary focus of the role.
- Meticulous record-keeping.

Knowledge and Experience

Essential

- Have a financial qualification or relevant experience
- Knowledge of using and producing accounting spreadsheets or other accounting systems.
- Be experienced in dealing with large sums of money and budgets.
- Can give financial advice appropriate to the club's needs.

Desirable

- Knowledge of club structure and British Triathlon guidelines and procedures.
- Understanding of safeguarding, Diversity and Mental Health.

- Thorough understanding of GDPR.

Personal Attributes

Essential

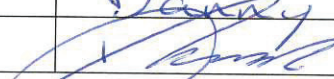
- Methodical, with a good eye for detail.
- Honesty and integrity
- Good at making decisions
- An ability to work in a logical and orderly manner
- To be able to keep thorough records

Support from British Triathlon

- Support from local [Regional Committee](#).
- Direct Access to, and support, through the local [Regional Manager](#).
- Access to [Club Resources](#).

What will you gain from the experience?

This role is a key within any club in ensuring the club is financially sound and sustainable. The post holder will be able to influence the Club's Management Committee's decision making based on accurate financial forecasting. As well as the ability to support the Club Committee, there is the opportunity to influence club proceedings and ensure the club committee is successful in running the club.

NAME	Danny Turnock		
SIGNED		DATE	27/02/23