



OLD CRANLEIGHAN HOCKEY CLUB

Club Treasurer

Responsible for empowering the committee to manage the financial affairs of the club in order to protect the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations. The treasurer must ensure that all financial transactions are recorded in the club's accounts and produce the club's financial reports for presentation to the committee and the members at the AGM.

Duties of Club Treasurer

- Prepare budget and projected financial position for the club at the start of the season and present to the committee; provide updates as required throughout the season.
- Work together with the Club Captain to ensure all financial commitments made are good value for money and affordable for the club.
- Work with the relevant Director of Hockey, Club Captains and admin staff to ensure subscriptions are collected as appropriate.
- Oversee or undertake the financial transactions of the club including:
 - Club bank account(s)
 - Pay approved expenditure
 - Collect all moneys due
 - Record and report on income and expenditure
- Produce the annual accounts in time to be presented to members at the AGM.
- Undertake all legislatively required reporting and submissions.
- Maintains club's liquidity in line with agreed parameters set out by Club's constitution.

Commitment / Time For The Role

- Peak time requirement at the start of the season for management of adult subscription and season end for completing accounts and junior subscriptions. Ongoing monthly time required for validation and payment of invoices.
- Attendance of Executive Committee monthly meetings and completion of actions.
- Active member of Executive Committee supporting delivery of club's strategy.

Skills And Qualities Required

- Strong financial acumen.
- Well organised and good attention to detail.
- Able to review contracts and seek expert help when required.
- Able to communicate effectively.
- Can maintain confidentiality on relevant matters.
- Have a good working knowledge of the club.
- Confidence to challenge.