



Job Description

Job Title	Treasurer
Date	September 2023
Job Holder	
Date Appointed	2012 AGM
Expenditure Authority	None without committee approval
Main Duties	

Overall

- Support the club in all its activities and specifically by attending club tennis sessions and social events
- Actively encourage new members and support tennis activities at all levels
- Oversee the financial affairs of the tennis club
- Ensure proper records are kept and that effective financial procedures are in place
- Monitor and report on the financial health of the club
- Produce Annual Accounts ready for audit
- Attend Committee Meetings

Specifically

- Report on current financial status at Committee Meetings
- Produce an annual budget
- Arrange payments to creditors as appropriate and arrange appropriate signatures on payments
- Bank all monies received promptly
- Keep a record of all financial transactions
- Ensure proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Cheque signatories
 - Purchasing limits
 - Petty cash/ float
 - Others as appropriate
- Maintain the petty cash system and regularly process petty cash claims
- Ensure systems are in place to ensure that all subscriptions are collected in a timely manner
- Renew annual club house insurance