

**JOB DESCRIPTION**

**TREASURER**

This person co-ordinates the record keeping of the Clubs accounts and to ensure a true, record of all expenses paid in and out of Club account and is the link between the Club the Griff & Coton Sports and Social Club,.

**WORKS WITH…..**

* The Club's main committee

**RESPONSIBILITIES AND DUTIES…..**

* Main point of contact for the Club for club accounts
* Attend all internal Club meetings once a month (or as and when required)
* Represent the Club at external meetings (where necessary)
* Deal with correspondence on behalf of the Club for financial payments
* Assist with organising events, i.e. summer league, trials, presentation nights, and any social events
* Ensure the club accounts are signed off by a professional accountant so club accounts can be submitted to the main club
* Ensure all subs / registration payments are made each year
* Book the indoor facilities each year for training sessions

**TIME COMMITMENT REQUIRED…..**

* Approximately 8-10 hours a month

**SKILLS/ATTRIBUTES REQUIRED….**

* Good organisation and communication skills
* Available to deal with emails during the day/early evening
* Basic knowledge of Microsoft Word and Excel

**BENEFITS OF ROLE……**

* Satisfaction of making a real contribution to the Club
* Meeting and working with new people within both the Club and the CWNA