

# Job Description - Treasurer

**JOB TITLE:** Treasurer  
**RESPONSIBLE TO:** Crewe Judo Club Management Committee

- SKILLS REQUIRED:**
- Well organised
  - Able to keep records
  - Confident about handling figures and money
  - Honest
  - Prepared to make a regular time commitment

## MAIN DUTIES:

- 1) Responsible for the club finances
- 2) Deal efficiently and effectively with all invoices and bills
- 3) Keep up to date records of all the financial transactions
- 4) Ensure that funds are spent properly
- 5) Issue receipts and record all money received
- 6) Attend committee meetings and present the budget report
- 7) Prepare the end of year accounts to present to the auditors
- 8) In agreement with the committee plan the annual budget
- 9) Monitor the budget throughout the year.

**SIGNATURES:**

**Treasurer** .....

**Date** .....

**Chair Person** .....

**Date** .....

