

Treasurer

The Treasurer is responsible for the financial management of the club. The treasurer will manage both the funding account and the membership account and make decisions on expenditure and ensure there is always a healthy balance in both accounts. The treasurer should advise the committee if the balance becomes low in order to fundraise and generate income. The Treasurer will work with all committee members to authorise payments for various different aspects of the club including facilities, transport and social events.

Personal skills

- Well organised
- Good numeracy skills
- Communication
- Trustworthy
- Respected amongst the club
- Attention to detail
- Able to meet deadlines
- Good numeracy skills

Key responsibilities

1. Understand the Student Union's financial systems and processes
2. Organise affiliation to any national governing bodies via the Club Sport Coordinator
3. Apply for annual grant funding from the Students' Union and actively look for external funding
4. Ensure all members have a paid membership
5. Keep track of regular income and expenditure
6. Keep the committee and wider club members informed of the club's financial situation
7. Organise fundraising and sponsorship
8. Countersign Requisition forms to authorise payments
9. Liaise with the committee to agree on an appropriate membership price
10. Work closely with the Kit/Equipment Officer when new Kit/Equipment need ordering