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Leek Wootton Junior Football Club

Job Description - Club Treasurer

The role of the Club Treasurer includes the following tasks:

1. Responsible for the club finances and managing the Club's bank account and cheque book as per agreement with the bank.
2. Deal efficiently and promptly with all invoices and bills from suppliers.
3. Pay income (subscriptions, sponsorships etc.) into bank account promptly.
4. Pay expenses to claimants on the production of appropriate receipts.
5. Keep up-to-date records of all financial related transactions.
6. Ensure that Club funds are spent properly and wisely and authorised to appropriate levels.
7. Attend committee meetings, prepare and present financial statement reports as required by the Committee (approx. 4 per year).
8. Monitor the funds throughout the year, highlight risks or concerns to the Chairman.
9. Prepare annual accounts for the AGM to record the financial position at the end of the financial year.
10. Coordinate preparation and agreement of annual budget.
11. Coordinate recovery of VAT from qualifying transactions.