



GCSC Treasurer

Role

Contributing to the effective Leadership of the club

Leading development of the medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure delivery

Skills

- Financial background and experience of producing budgets and accounts, ideally a qualified accountant or experienced accounting technician
 - Energetic, determined, positive, robust, able to inspire confidence and respect and exemplify high standards of conduct
 - Able to build robust relationships both within and outside of the club
 - Address and deal with difficult situations
 - Comply with code of ethics for Accountants; integrity, objectivity, professional competence and due care, confidentiality and professional behaviour
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Main Duties

- Plan the annual budget and squad fees in agreement with the club committee
 - Monitor the budget throughout the year, including monthly bank reconciliation
 - Ensure that funds are used appropriately, including advance approval of expenditure (PO)
 - Ensure systems are set up for recording all monies received and invoices / expenses / refunds paid and keep up to date records of all transactions made
 - Prepare end of year accounts and present to the auditor and club committee
 - Responsible for signing and monitoring all contracts for services on behalf of the club; Coaching, Pool Hire and Land Training
 - Advising on appropriate financial strategies for the continuing development of the club
 - Rigorous financial appraisal of new initiatives
 - Liaise with all other roles in relation to financial matters
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Commitment

Between five and ten hours per week including meetings with committee, various sub-committee roles and service providers

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of GCSC.
