

ABINGDON SQUASH AND RACKETBALL CLUB

Treasurer Job Description

The treasurer has the responsibility for ensuring the finances of the club are managed efficiently and effectively.

Essential Duties:

- Payment and recording of all supplier invoices
- Recording all income received
- Preparation of monthly payroll and payment of staff
- Payment of tax and NI to the Inland Revenue
- Cash-flow management
- Reconciliation of bank accounts on a monthly basis
- Maintaining fixed assets register
- Production of regular management accounts for the committee
- Preparation of annual accounts and back up information for the annual audit

Other responsibilities and duties:

- Dealing with any queries of an accounting nature
- Advice on major items of expenditure
- Bar stock takes and calculation of value of stock when required
- Monitoring of bar profitability and recommending price increases where appropriate

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