

## Job Description - Treasurer

- Management of budgets, project finances and credit control
  - Ensure financial control is maintained for any activities outside of day-to-day business and that all transactions are recorded and balanced
- Maintaining accounting records
  - Cash book to record all bank transactions, analysed by category and VAT type
  - Cash book summary of bar returns, analysed by category and VAT type
  - Ensure documentary evidence stored to back-up all transactions
- Preparing and presenting annual accounts
  - From accounting records maintained, provide analysis and summary of all transactions
  - Produce annual accounting summaries for both indoor and outdoor bowling sections and consolidated accounts for the club overall giving due consideration of accruals and adjustments
  - Produce reconciliation summaries for aspects of the accounts to deliver confirmation of reporting
- Operation of PAYE system
  - Collate hours worked by bar staff on a monthly basis
  - Prepare payslips using existing template
  - Record and submit payment details to HMRC through utilisation of HMRC Basic PAYE tools application (on or before 5<sup>th</sup> of every month to avoid financial penalty from HMRC)
  - Complete and submit annual end of tax year return
- Completion of VAT and CT Returns
  - Check and validate cash book VAT codes and calculations (with particular attention to allocation of Standard, Zero, Exempt & Pot category definitions)
  - Consolidate quarterly analysis summaries into template VAT return summary
  - Submit return via HMRC Gateway within 5 weeks of each quarter end
- Management of rink fees collection
  - Ensure rink fee envelopes are collected, opened and checked for correct content
  - Daily recording of fees paid and matches paid for
  - Weekly summary of fees collected and cash in hand
  - Regular banking of cash
- Management and execution of financial transactions
  - Ensure invoices and other expenses are appropriate, approved and paid in a timely manner
  - Ensure all due income is received, documented and deposited in a timely manner
- Financial management of stock (bar and shirt)
  - Calculate stock valuations
  - Reconcile income from shirts sales with stock levels
- Financial control of Indoor Tournament
  - Ensure sponsorship monies are received to support prizes paid
  - Ensure all entrance fees have been received

- Financial control of team floats
  - Payments of required team floats to team managers at the start of each season (calculated based upon expected cash flow from home/away games)
  - Collect all summaries of transactions and cash balances from team managers at the end of the season
- Presentation of financial records for external inspection and review
  - Collate all financial documentation and management meeting minutes
  - Deliver to external third party (Sue Haydon) to examine, review and report on true and fair view of financial summary of club activities
- Issue of invoices
  - Use existing templates to issue invoices for membership, advertising, sponsorship and green facilities
    - Membership invoices to outdoor, indoor & social members supported by a membership database
    - Fob Keys
- Report tournament financial summary