



Treasurer Roles and Responsibilities

Role:	Monitor the finances of the club producing accounts and monitor annual budgets.
Approximate time commitment:	Ongoing throughout the season
Useful skills and experience:	Good accountancy knowledge and a financial background Undertaking a relevant course in accountancy or finance Excellent organisational skills Good administrative and communication skills Reliable Approachable Confidentiality

Tasks

- Maintain accurate and up to date financial records for the club
- Establish and maintain club bank/building society account and banking arrangements
- Report financial position to the committee
- Collect and deposit all fees, subscriptions and funds
- Prepare and issue receipts for monies received
- Ensure that funds are spent appropriately
- Explore funding opportunities for the club
- Pay any bills incurred
- Prepare end of year financial report for AGM

Benefits of volunteering:

- A brilliant CV booster – working with the England and Wales Cricket Board
- Development of your interests to become a profession
- Support your portfolio
- Satisfaction from doing something to make a difference within your local community
- Development of your interests to become a profession.
- Physical and social benefits – a chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others.

If you would like further information or wish to apply for this opportunity please contact:

Contact details of volunteer coordinator

