

## **Wanted – Club Treasurer / Company Secretary**

As part of our on-going management planning process, we are looking for a potential replacement Treasurer and Company Secretary. These are important roles which will require a certain level of commitment and integrity.

<b>Main Role</b>	Treasurer
<b>Secondary Role</b>	Company Secretary for liaison with Companies House
<b>Responsible to</b>	Club Directors and Committee

### **Skills required**

- Well organised
- Able to keep Records
- Knowledge of Book-keeping
- Computer literate
- Confident in handling figures and financial transactions
- Honest
- Prepared to make a regular time commitment

### **Main Duties**

- Responsible for Club finances
- Deal efficiently with bills and payments
- Keep accurate, up to date, records of all transactions
- Ensure that Club funds are spent properly
- Issue receipts and invoices as required
- Attend Committee meetings and provide regular financial reports
- Prepare Year End accounts for presentation to independent accountants
- Provide budgetary reports for submission to the Committee
- Apply fiscal instructions issued by the Committee

If you are a team player and wish to offer your services please apply in writing to the Chairman, Steve Pead, 197, Nevill Road, Hove. BN3 7QN. (Or, for an informal chat, call our present Treasurer, Greg Brown, on 07771 605706).