



Winnersh Rangers FC Treasurer

Purpose of the Role

To produce the Club's annual budget and maintain an accurate record of the Club's finances.

The role is mandatory within the club's constitution.

Roles & Responsibilities

- Maintain the Club's bank account and reconcile monthly to bank statements.
- Keep track of subscriptions paid by standing order.
- Discharge accounts rendered to the Club.
- Bank monies as required - subscriptions, fundraising, café, etc.
- Provide periodic financial updates to the committee.
- Prepare annual statement of income and expenditure for submission to the committee, and subsequent presentation to the members.
- Prepare annual budget for discussion by committee.
- Assist as required in any and all financial matters arising within the Club.

Skills and experience

- Ability to keep simple books of account
- Working knowledge of Excel, Word and email
- Reasonable organisational and record keeping skills
- Working knowledge of the club's constitution