

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 19th May 2025)



Club Treasurer

Purpose and tasks:

Purpose and duties:

1. To record, control and efficiently manage the finances and assets of the club.
2. Record all financial transactions of the club.
3. Report on the income and expenditure of each event and provide a monthly finance report on income and outgoings to the committee.
4. Maintain the club's bank accounts and accounts for collecting card payments such as Stripe, in collaboration with club IT officer.
5. Arrange the prompt electronic payment of invoices and the reimbursement of expenses incurred by members on behalf of the club in accordance with the club's rules and finance policy.
6. Arrange the prompt payment into the club account of all cash deposits.
7. File copies of invoices, receipts, emails, minutes etc, for review by the club independent examiner annually.
8. Produce the annual accounts for independent examination.
9. Manage appointment of independent examiner so that club committee can make a recommendation for agreement by the club members at the club AGM.
10. Liaise with independent examiner to ensure the accounts are approved for circulation ahead of the AGM.
11. Ensure that the club's status as a CASC is maintained
12. Work with the club chair and committee to maintain the annual budget to contribute towards the club's forward plan; review the budget quarterly with the committee.
13. Maintain the club's finance policy, reviewing annually together with the club Chair.
14. Keep club accounts for a period of seven years before destroying.
15. Provide financial information to club members as requested (as per club rules).
16. Arrange succession planning and handover for the position.

Responsible to:

The Chair.

Competencies:

Some knowledge or experience in bookkeeping would be desirable; knowledge of spreadsheet software programmes word and excel would be useful

Support / training:

Succession handover with guidance on financial record keeping where necessary; specific training on club budget template can also be provided

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name

Signed

Dated

For Calendar Year