



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 bank transfer.
- Bank monies as required - subscriptions, fundraising, café, soccer school, etc.
- Check all invoices received are accurate and valid for payment with the committee member responsible for that type of expenditure.
- Make payments for invoices to club suppliers (mainly via online banking)
- 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