



Job Description

Job Title: Club Treasurer

Reports To: Chairperson and Club Committee

Location: Bicester & District Gymnastics Club

Hours: Flexible, as required to fulfil the role effectively

Type: Voluntary

Role Purpose:

The Treasurer is responsible for the financial management and sustainability of Bicester & District Gymnastics Club. This role involves maintaining accurate financial records, managing the club's accounts, and ensuring compliance with financial regulations. The Treasurer also provides oversight of the club's LoveAdmin platform for financial tracking and supports the committee in making sound financial decisions.

Key Responsibilities:

Financial Management:

- Manage the club's bank accounts, including payments, receipts, and transfers.
- Prepare and monitor the annual budget, ensuring alignment with the club's strategic goals.
- Provide regular financial reports to the committee, highlighting key insights and risks.
- Oversee cash flow and ensure the club's financial sustainability.

Record Keeping:

- Maintain accurate and up-to-date financial records for all transactions.
- Ensure compliance with accounting standards and legal requirements.
- Collaborate with the Club Secretary to maintain financial-related records within the LoveAdmin platform.

Invoicing and Payments:

- Manage and track all member payments, including fees and other income, through the LoveAdmin platform.
- Issue invoices for club activities, such as competitions or events, and follow up on outstanding payments.

Insurance and Renewals:

- Oversee and manage the club's insurance policies, ensuring timely renewals and compliance.
- Collaborate with the Chairperson and Secretary to ensure all financial obligations, such as membership fees and licenses, are met.

Reporting and Auditing:

- Prepare financial statements and reports for the committee and the Annual General Meeting (AGM).
- Ensure the club's accounts are independently reviewed or audited as required.



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- Provide financial information for funding applications or grants.

Fundraising and Sponsorship:

- Support fundraising initiatives and ensure proper financial management of funds raised.
- Assist with sponsorship agreements, ensuring transparency and alignment with the club's goals.

Skills and Qualities Required:

- Strong financial management skills, with an understanding of basic accounting principles.
- Familiarity with financial management platforms, particularly LoveAdmin (training can be provided).
- Excellent organizational and problem-solving skills.
- Attention to detail and accuracy in financial reporting.
- Ability to work collaboratively as part of a team.
- Discretion and professionalism when handling financial matters.
- Awareness of gymnastics as a sport (desirable but not essential).

Training and Support:

The Treasurer will receive guidance and support from the Chairperson and committee members, as well as access to relevant training resources provided by the Independent Gymnastics Association (IGA) or other organizations.