



WIMBORNE ORIENTEERS

Wimborne Orienteers

ROLE DESCRIPTION: TREASURER

RESPONSIBLE TO: The Committee, and the Club Membership

DUTIES:

- Maintain accurate and up-to-date financial records for the club.
- Point of contact for British Orienteering, SWOA and other organisations, in financial matters.
- Establish and maintain club bank/building society account and banking arrangements.
- Hold and maintain the club Premium Bonds.
- Produce and monitor annual budget.
- Report financial position (overall and for individual events) to the committee.
- Collect and deposit all fees, subscriptions and funds.
- Prepare and issue receipts for monies received.
- Ensure that funds are spent appropriately.
- Explore funding opportunities for the club.
- Pay any bills incurred.
- Prepare end of year financial report for AGM.
- Arrange for auditing of accounts.

DESIRABLE SKILLS AND QUALITIES:

- Good organisational and communication skills.
- Excellent numeracy skills.
- Attention to detail.

APPOINTMENT:

- Elected at the AGM.