



Victory AC
Club Treasurer – Job description

Main Purpose of Role:

To discharge the duties of Club Treasurer, one of the 3 major club roles.

Key Responsibilities:

- Maintain an overview of the organisation's affairs
- Ensuring its financial viability
- Ensuring that proper financial records and procedures are maintained.

Other duties

- Preparation and presentation of accounts and financial statements to the committee
- Being assured that the financial resources of the organisation meet its present and future needs
- To ensure the financial stability of VAC.
- Ensuring that VAC has an appropriate reserves policy
- Ensuring that appropriate accounting procedures and controls are in place
- Advising on the financial implications of VAC's strategic plans
- Ensuring that VAC has an appropriate investment policy
- Ensuring VAC's compliance with legislation
- Ensuring that the accounts are scrutinised in the manner required (independent examination) and any recommendations are implemented
- Keeping the committee informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organisation
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way

- Ensuring separation of duties in financial matters
- To safeguard the good name and values of VAC
- To ensure that VAC complies with its governing document, and any other relevant legislation or regulations
- To contribute actively to the committee's role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

Useful Skills / Prerequisites

- Commitment to the organisation
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Financial qualifications and experience/ numerate
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the committee