Dundee Sailing Club

Role Title: **Treasurer**

Communication with: **Committee, club members, Auditor and external bodies as required**

Role Purpose:

To maintain and report accurate club accounts to give a true and fair view of club finances

Key Duties:

- Ensure any returns are managed in a timely fashion as required by law
- Keep an up-to-date and auditable account of all club financial transactions
- Arrange reimbursement on production of appropriate receipts to club members for authorised purchases
- Arrange payment to suppliers in a timely manner
- Banks receipts to club account
- Prepare an annual financial statement and arrange for independent inspection annually
- Advise the Committee on all financial matters

Skills Required:

Good organisational skills, an understanding of financial book-keeping and attention to detail.

Time Commitment:

Estimated 3 hours per week