



Treasurer Role Outline

Responsible to

Committee

Role purpose

To manage the flow of money into and out of the club, ensuring financial stability and transparency. The Treasurer oversees day-to-day expenses and works with the committee to plan for the club's future, whether that's budgeting for the year ahead or preparing for larger projects such as investing in club development.

Responsibilities

- Manage the club's income and expenditure
- Maintain bank accounts in the club's name in line with the committee-approved mandate
- Produce an end-of-year financial report
- Identify a suitable individual to independently review the annual accounts
- Report regularly to the committee on financial matters
- Ensure compliance with reporting requirements based on the club's legal structure
- Process payments for invoices and bills efficiently
- Propose changes to membership fees and subscriptions when appropriate
- Deposit cash and cheques received by the club
- Keep accurate and up-to-date financial records
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Confidence with numbers and financial management
- Familiarity with Microsoft Excel or similar tools
- Attention to detail and good organisational skills
- Ability to communicate financial information clearly to others

- Experience with budgeting or bookkeeping

Essential resources

- [England Athletics Club Hub - Treasurer](#)
- [MyAthletics Portal](#)
- [Athletics Hub](#)
- [Guidance and support | Sport England](#)
- [Club Constitution](#)

Key contacts

- [England Athletics Club Support Manager](#)
- [TC Group](#)