

Treasurer

Annual Jobs

- Liaising with Committee to prepare the Clubs' annual budget
- Agreeing Annual Insurance contract for Public and Personal Injury policies.
- Liaising with the external auditor annually to ensure appropriate review and sign off of financial statements for AGM
- Presenting the Club's financial report at the AGM

Monthly Jobs

- Providing finance report at monthly Committee meetings - ensuring that the Committee regularly monitors the Club's financial performance and alerting it to any important discrepancies between planned and actual figures.

Ongoing Jobs

- Overseeing the ongoing implementation of high level financial policies.
- Ensuring all payments over €100 have been authorised by the Committee.
- Assisting with the preparation of any grant applications as appropriate.
- Administrator for the Club's bank accounts - payments for expenses done once per month.
- Maintaining the appropriate (excel) financial books and records and ensuring these are accurate and up-to-date.