

Treasurer

Role and Person specification

Role

- To take full responsibility for the financial affairs of the Society
- To produce an annual budget for the Society to be approved by the main committee.
- To control expenditure to ensure, as far as possible, that the Society's affairs are managed to budget or better.
- To agree a specific budget with the Competitions Secretary so that an appropriate mix of courses and subsidies can be presented to the main committee.
- To report to each committee meeting the financial status of the Society.
- To reconcile website purchases with monies received for clothing / balls
- To pay invoices received, to carry out bank reconciliations and manage working capital issues.
- To ensure that monies are collected and banked for auction items at the annual Dinner.
- To collect monies raised at golf meetings by the Master-at-Arms.
- To organize payment of any Golf Club Staff gratuity at Society Meetings.
- To ensure that money is available for the "2s" prizes at golf meetings.
- To ensure that subscriptions are reconciled with the bank account.
- To ensure that entry fees for golfing days are fully collected via on-line banking or Paypal.
- To produce a Treasurer's report for the AGM each year and to present it or be prepared to answer any questions arising.

Person Specification

- Ideally will have been a member of the Society for several years.
- Desirably will have served on the Committee.
- Someone who is numerate and has previous experience in a financial management role where budgeting, bank reconciliations, working capital management and other cash management disciplines have been deployed.