Role Description: Club Treasurer

Role purpose

The Club Treasurer is responsible for overseeing the financial affairs of Hinckley Running Club and helping ensure the club remains financially sustainable, accountable and well managed.

Working closely with the Chair, Secretary and wider committee, the Treasurer maintains accurate financial records, monitors income and expenditure and provides the committee and members with clear information to support informed decision-making.

Although individual tasks may be delegated where appropriate, the Treasurer retains overall responsibility for ensuring the club's finances are administered correctly and in accordance with the club constitution, agreed financial procedures and any relevant legal requirements.

Skills required

- Trustworthy, reliable and able to maintain confidentiality.
- Confident working with figures and financial information.
- Organised, accurate and able to maintain clear financial records.
- Able to manage budgets, monitor expenditure and meet financial deadlines.
- Confident using online banking, spreadsheets and relevant accounting systems.
- Able to explain financial information clearly to committee members and club members.
- Able to provide impartial financial advice to support committee decisions.
- Confident challenging or questioning expenditure when appropriate.
- Able to follow the club constitution, financial procedures and approval processes.
- Able to work collaboratively with committee members, volunteers and external organisations.
- Able to recognise, declare and appropriately manage personal conflicts of interest.
- Willing to maintain an up-to-date understanding of relevant financial and regulatory requirements.

A formal accounting qualification is not essential, but previous experience of managing budgets, bookkeeping or financial records would be beneficial.

Key responsibilities

- Oversee the club's finances and ensure they are managed responsibly, transparently and in the best interests of the club.

- Maintain complete and accurate records of all income, expenditure, assets and financial commitments.
- Manage the club's bank accounts and ensure appropriate controls and authorisation processes are followed.
- Process payments, reimbursements and expenses promptly, ensuring suitable evidence and approval have been provided.
- Bank or record all income received by the club and ensure funds are allocated correctly.
- Regularly reconcile the club's financial records with its bank accounts.
- Prepare and monitor the club's annual budget in consultation with the committee.
- Provide clear and up-to-date financial reports at committee meetings, including current balances, income, expenditure and performance against budget.
- Highlight any financial risks, unexpected expenditure or concerns to the committee promptly.
- Provide financial advice to support informed committee decisions and the club's short- and long-term planning.
- Ensure expenditure has been properly authorised and is consistent with agreed budgets and club procedures.
- Work with relevant committee members to establish appropriate membership fees, event charges and other club costs.
- Support the collection and accurate recording of membership subscriptions and other payments due to the club.
- Manage invoices and ensure amounts owed by or to the club are paid or collected promptly.
- Maintain appropriate financial controls to protect the club's funds and reduce the risk of error, fraud or misuse.
- Prepare the club's annual accounts and present a clear financial report to members at the Annual General Meeting.
- Arrange for the annual accounts to be independently reviewed or examined where required by the club constitution or relevant regulations.
- Retain financial records, receipts, invoices and supporting documents for the required period.
- Ensure the club meets any relevant tax, reporting or regulatory obligations.
- Support grant, sponsorship and funding applications by providing financial information where required.
- Maintain an up-to-date record of significant club assets where appropriate.
- Take responsibility for declaring any personal conflicts of interest and ensure they are recorded and managed appropriately.
- Ensure access to banking, financial systems and sensitive information is kept secure and updated when committee roles change.
- Maintain clear written guidance and procedures relating to the role.
- Support succession planning and provide a thorough handover to the incoming Treasurer.