# **TREASURER**

# **REPORTS TO:** Warrington Surf Life Saving Club Committee

# **EXTERNAL RELATIONSHIPS:** Bank

 Club Debtors and Creditors

 Auditor/Accountant

# **KEY RESPONSIBILITIES:** Manage the club finances to ensure the Warrington Surf Life Saving Club achieves its strategic goals.

# **DUTIES OF THE ROLE:**

# **Operational Duties**

# Ensure club monthly and annual accounts are completed on time

# Ensure all accountabilities are completed accurately and on time

# Produce Annual Budget for Club Committee by 1st of May each year

# Report each month on club financial performance to Club Committee

# Ensure all club memberships, purchases and expenses are up to date and accounted for

# Maintain open communication with the Warrington SLSC Club Committee members

# Ensure accurate record keeping for hand over to next Treasurer