

Treasurer

Roles & Responsibilities

Role:	Monitor the finances of the club, producing accounts and monitor annual budgets
Approximate time commitment:	On-going throughout the season
Useful skills and experience:	<ul style="list-style-type: none"> ▪ Good accountancy knowledge and a financial background ▪ Undertaking a relevant course in accountancy or finance ▪ Excellent organisational skills ▪ Good administrative and communication skills ▪ Reliable ▪ Approachable ▪ Confidentiality
Support / Training	Support from the club and Hockey Wales
Tasks:	<ul style="list-style-type: none"> ▪ Maintain accurate and up to date financial records for the club ▪ Establish and maintain club bank/building society account and banking arrangements ▪ Report financial position to the committee ▪ Collect and deposit all fees, subscriptions and funds ▪ Prepare and issue receipts for monies received ▪ Ensure that funds are spent appropriately ▪ Explore funding opportunities for the club ▪ Pay any bills incurred ▪ Prepare end of year financial report for AGM

Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others