**ABERDEEN TAEXALI RUGBY CLUB COMMITTEE**

**Treasurer**

# **Profile:**

Treasurer is responsible for the management of the clubs finances. They have responsibility to make sure accounts are up to date and accurate.

# **Duties / Responsibilities:**

* Prepares and upholds assets, liability, and capital account entries by compiling and analysing account information.
* Must approve all purchases made by members in consultation with other committee members.
* Documents financial transactions by entering account information.
* Recommends financial actions by analysing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analysing account information.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analysing, and summarizing account information and trends.
* Maintains member’s confidence and protects operations by keeping financial information confidential.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.
* Complying with Legislation and Clubs Constitution.
* Providing Committee with suitable financial reports.
* To work with the vice chairperson or other committee member to fill out applications forms for sponsorships.

# **Qualities & Skills**

* Organisational skills
* Understanding of financial management.
* Trustworthy
* Good communication skills.
* ICT skills