



PERTSHIRE RUGBY

Role Description

Position	Treasurer	Created	18/04/2024	Revision	A
Email	treasurer@perthshire-rfc.co.uk	Area	Committee	Reference	PR CV 003
Overview					
The Treasurer is responsible for the management of the club's accounts and its financial dealings.					
Key Requirements					
The Person • Should be highly skilled in bookkeeping and accounting knowledge. • IT/PC literate. • Well organised and able to keep records.					
Key Roles					
Communication • Present a financial report to the club committee at monthly meetings and at the AGM. Administration • Administer all financial affairs of the club. • Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement/budgets etc.). • Ascertain yearly budgets from all sections, monitor & report on these at regular intervals throughout the season. • Act as an authorised signatory for the club bank account and monitor the account in particular payments made. Organisation • Prepare a financial report for the club committee at monthly meetings. • Prepare and table the annual set of accounts for the AGM.					
Estimated Time Required	2 - 3 Hours Per Week				
Agreement					
I agree to undertake all points as noted above for the benefit of Perthshire Rugby Football Club. I note that this list is not exhaustive and additional roles may be allocated or removed as required.					
Name		Signature			

