



Saunton Sands Surf Life Saving Club

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

TREASURER/FINANCE OFFICER Job Description

- Ⓢ Is the Chief Financial Management Officer for the Surf Lifesaving Club
- Ⓢ Prepare a budget and monitor it carefully
- Ⓢ Maintain the Surf Lifesaving Club's accounting records including detailed records of all payments and monies received
- Ⓢ Facilitate the audit annually, presenting details to members at the Annual General Meeting
- Ⓢ Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- Ⓢ Develop banking procedures

Skills required

- Ⓢ Well organised and able to work unsupervised and be self motivated
- Ⓢ Ability to allocate regular time periods to maintain the books
- Ⓢ Ability to keep correct up-to-date records
- Ⓢ Able to work in a logical orderly manner
- Ⓢ Maintain a Policy of Loyalty to the Surf Lifesaving Club and its activities whilst also maintaining confidentiality and respect towards members
- Ⓢ Awareness of information, needed for the Annual Audit.