



GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association
Hertfordshire Football Association,
Watford Friendly League,
Olympian League

www.gadeside.co.uk
www.gadesideseniors.co.uk

Club Treasurer

Job Purpose

- To carry out all financial transactions on behalf of the Club
- Reporting to the Club Chairman in all club financial matters
- Inform on Club and League financial matters at Managers meetings and Core Committee meetings.

Job Functions and Responsibilities

- To manage all club finances including income and expenditure
- To organise the club bank account
- To monitor club expenditure against the club's bank account.
- To prepare the club's accounts and present the accounts to every club meeting or when instructed by the Chairman
- To prepare the club's accounts and present the accounts to the club's Annual General Meeting
- To ensure that all original (not copies) invoices, bills and receipts are collected and are authorised by the club chairman or vice chairman
- To ensure that all spend, invoices and bills authorised by the club are paid
- Liase with Business Manager to submit written applications for grants and funding.
- To collect all monies from fund raising events of the Club Social Secretary.
- To liase with players, parents and officials to arrange collection of club Annual subscriptions.
- Inform the core committee of any non paying players and reasons for non collection.