

Role description for the Treasurer of the Cambridgeshire Archery Association Coaching Group



Also referred to as the CAACG Treasurer
March 2014 **Edition no. 1**

Role description

Title: CAACG Treasurer

Outline: The CAACG Treasurer, along with the CCO (Archer Development), CCO (Administration) and CCO (Education), form the CAA Coaching Group Executive. The CAACG Treasurer will provide sound financial administration, support and information to the Cambridgeshire Archery Association Coaching Group in accordance with the Constitution of the Association and the rules of the Society.

Responsible for: Managing and monitoring the financial activities of the coaching group.

Responsible to: The CAA Coaching Group

Main Contacts: Members of the CAACG Executive

Role Skills:

- Good organisational skills
- Good communication skills
- Ability to work as part of a team
- Experience of financial management preferable but not essential
- Ability to analyse financial information effectively
- Good IT skills
- Ability to summarize financial information for different audiences
- Willing to speak one's mind and listen to the views of others
- Able to maintain independent and objective judgment
- Honest and reliable

Main Tasks:-

1. Provide financial support to the running of the CAACG
2. Act as Treasurer to the CAACG
3. Keep up-to-date and accurate records of all the financial transactions
4. Report regularly to the CAACG Executive on the financial status of the group
5. Prepare Year-End Statement of Accounts
6. Arrange for the Statement of Accounts to be externally examined
7. Prepare an end-of-year financial report for the AGM
8. Financial planning e.g. producing an annual budget and reporting against it throughout the year
9. Identify fund-raising opportunities e.g. government grants, sponsorship
10. Establish and maintain a system which prevents fraud