

Barry Town United Walking Football Treasurer Job Description

The Barry Town United Walking Football Treasurer is responsible for carrying out all financial transactions as directed by the Barry Town United Walking Football Committee, including keeping and maintaining all Barry Town United Walking Football financial records and keeping the Barry Town United Walking Football Committee informed of its financial position throughout the year.

The duties of the Club Treasurer are not restricted to but will include:

- Creating and maintaining Barry Town United Walking Football financial accounts
- Ensuring accurate and up-to-date records of all Barry Town United Walking Football income and expenditure are maintained
- Making payments to third parties
- Preparing and issuing invoices
- Managing a bank account for the sole use of Barry Town United Walking Football
- Updating Barry Town United Walking Football Committee of the club's financial position at the end of each month
- Updating Barry Town United Walking Football Committee each month on who has not paid their membership
- Issuing reminders to members who have not paid their membership by the last day of each month
- Updating the Barry Town United Walking Football Committee of all members who have not paid their membership for 3 consecutive months
- Presenting the Barry Town United end of year accounts at the AGM
- Working with other Barry Town United Walking Football Committee members to generate income and collect funds
- From time to time, other duties as agreed by the Barry Town United Walking Football Committee