

GASC - TREASURER

Main Purpose of the Role

To be responsible for the custody and control of the funds of the GASC in accordance with article 8 of the Constitution.

Tasks and Duties

- To manage the income and expenditure of the GASC
- To provide full financial papers in accordance with the statutes for each committee meeting.
- To manage Committee members expense claims.
- Pay Event Managers and Acts their required charges at each event, either via Bank Transfer or in Cash as required
- To provide audited financial papers for the Annual General Meeting held each January.
- To attend the Clubs events, dinner dances and quizzes, supporting the club membership in their enjoyment of the event
- To maintain the cash ledger and accurate electronic financial records
- To undertake the monthly reconciliations to both the bank balance and the petty cash
- To be an authorised signatory for the GASC's bank accounts
- To avoid incurring bank charges wherever possible
- To maintain a good working relationship with the chosen bank
- To pay the invoices and expenses claims approved either by the President or the Committee, having due regard to the established financial limits
- To produce and present annual Balance Sheets and Statements of Accounts for each year to the Annual General Meeting (AGM). This must be done in due time for the notice to be published no later than 15 clear days before the AGM meeting
- To recommend to the Committee in October each year the Membership subscriptions to be paid for the forthcoming year
- To make key recommendations for the changes and improvements to the financial policy
- To provide the Membership Secretary with a reconciliation of membership names/numbers and subscriptions collected following all renewal meetings
- To attend Committee meetings whenever possible and to have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

- To have good accountancy skills
- To be computer literate, particularly in Excel
- To have good communication skills both written and oral

NB: The Club will provide a laptop (if required) and access to Microsoft OneDrive with Word, Excel etc for all GASC accounts to be held on, it will also provide a specific email address – gasctreasurer@gmail.com