**Esports Club Treasurer**

To maintain effective governance of the clubs affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

**What you’ll get out of it:**

* Sense of self achievement, fulfilment and giving back
* A key role within your community
* Meeting lots of people from different backgrounds
* Potential career development / improved employability
* Potential of new training and qualifications
* In a role where you can help improve the club’s financial position

**Who will I be responsible to?**

* The Chairperson

**Ideally, you’ll need to be:**

* Well organised – able to keep up to date financial records
* Meticulous when handling money and cheques
* Scrupulously honest
* Able to answer questions of a financial nature in meetings

**What you will do:**

* To look after the finances of the club
* Disrupt player winnings
* Keep detailed written records of all accounts and make sure that the club operates within the annual budget
* Attend the Committee meetings and AGM
* Hold a bank account in the name of the club
* Act as a primary signatory on the club account (and appoint three others as agreed by the Club Committee)
* Prepare annual balance and profit & loss sheets
* Collecting subscriptions and all money due to the organisation
* Keeping up date records of all financial transactions
* Ensuring that all cash are promptly deposited in the bank
* Paying bills and recording information, ensuring that funds are spent properly
* Issuing receipts for all money received and recording this information
* Reporting regularly to the committee and at AGM on the club’s financial position
* Preparing and arranging for year-end statement of accounts to be audited
* Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
* Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

**How much time will it take?**

* Approximately 2-3 hours per week, though this will depend on the nature of your esports club.

**How you’ll be supported:**

Training courses

**For further information, contact:**

(*Insert contact details here of Chairperson or Secretary*)