



LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

JOB TITLE: Treasurer

RESPONSIBLE TO: Livingston Hearts Executive Committee

SKILLS REQUIRED:

- . Well organised
- . Able to keep records
- . Confident about handling figures and money
- . Honest
- . Prepared to make a regular time commitment

MAIN DUTIES:

- Take responsibility for managing the club finances.
- Deal efficiently and effectively with all invoices and bills.
- Keep up to date records of all the financial transactions.
- Ensure that funds are spent properly.
- Issue receipts and record all money received.
- Attend committee meetings and present the budget report.
- Prepare the end of year accounts to present to the auditors.
- In agreement with the committee plan the annual budget.
- Monitor the budget throughout the year.

TIME COMMITMENT: As required