



TREASURER ROLE

Responsible to: Committee

Liaising with: Committee

Responsible for:

Payment of necessary expenses such as hall hire, advertising and competition hosting fees.

Purchasing of any equipment for ***Bristol Taekwondo School.***

Oversee and present budgets, accounts and financial statements to the management committee.

Liaise with designated officers about financial matters.

Ensure that appropriate financial systems and controls are in place.

Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.

Ensure compliance with relevant legislation.

Advise on the organisation's fundraising strategy.

Ensure use of funds complies with conditions set by funding bodies.

Ensure fundraising and sales comply with relevant legislation and is bound by effective financial systems and controls.

Ensure effective monitoring and reporting.