

Role Outline:

North & East Scotland Sailing Treasurer

The treasurer is ultimately responsible for insuring that the finances of GS are organised and managed effectively through a specific and separate club bank account.

Responsible to: Chairman
financial aspects of NESS activities

Responsible for: Overseeing

Main Duties	Skills Required
<ul style="list-style-type: none">• Managing all income and expenditure, including banking arrangements• Managing legal requirements such as taxation and charitable status• Reports regularly to the committee/chairperson on GS's financial status• Prepares /presents audited financial year end report to AGM• Financial planning, budgeting and monitoring throughout the year	<ul style="list-style-type: none">• Good accountancy knowledge• Great organisation skills• Good administrative/IT skills• Communication skills• Attention to detail• Ability to handle money and cheques carefully• Confidence with numbers

The Commitment we are looking for

Meetings are held 4 times per annum in venues around the Aberdeen City, Aberdeenshire, Angus and Dundee area. The AGM is held in May each year. The term of office is 3 years starting in May 2010. Financial information/reports are required from you quarterly. You will need your own IT equipment and to attend meetings around the area mentioned previously. It is expected that this role will take some 2 hours per month.

Our Commitment to you

Where possible, mentoring and/or training will be made available. We will provide you with historic data and the files, as well as any other relevant information