



Treasurer

Job Description

Primary Objective : Control expenditure and income of the group, reporting to the committee on all matters financial.

Responsible to : Committee

Relationships: Organising committee, event manager, event secretary, external contractors

Key Responsibilities:

Income and expenditure recording

Prepares financial reports for committee meetings and email a copy to the committee prior to the meeting

Prepares prizemoney, judges, writers & runners payments for events

Prepares committee reimbursements as required

Arranges petty cash for events

Prepares invoice payment batches online as required

Sends T&D levy & report to DNZ with 10 days of event

Prepares P&L as required

Cross matches manual entry fees to riders entry

Compiles end of year accounts & includes Warkworth Dressage Group accounts

Reports on financials at AGM

Sends copy of financial statement to DNZ after AGM

Personal Requirements

- A good working knowledge of accounting procedure
- Good organisational & problem solving skills
- Attention to detail
- Good people skills