

Draft CANI Job Description

The Post: Treasurer

1. Main purpose of this post is to
 - a. Oversee and account for income and expenditure of CANI.
 - b. To draw up annual budgets.

2. This person is responsible to:
 - a. CANI Chairman, committee and members

- 3 Responsible for:
 - a. The financial accountability and probity of CANI.

- 4 The post is elected for a period of 1 year with the option to be selected for further office.

- 5 The duties that are involved in the job are:
 - a. Maintaining accounts.
 - b. Authorising cheques being issued above £100.
 - c. Presenting a monthly financial overview to Council
 - d. Ensuring that all income is logged and banked as per financial procedures
 - e. Ensuring that all invoices are logged and paid as appropriate.
 - f. Providing prompt information to Council regarding any financial areas of concern.
 - g. Preparing quarterly claims for Sport NI in conjunction with the administrator and CDO.
 - h. Preparing annual report of accounts.
 - i. Attend CANI Council meetings (Bi-monthly).

- 7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.

Training in the use of financial software

Training by Sport NI in financial procedures.