

Guildford Archery Club Honorary Auditor: Job Description

JOB TITLE: Honorary Auditor

RESPONSIBLE TO: General Meeting; annually appointed by the AGM.

SKILLS REQUIRED:

- Good with figures
- Experience of Club and charity accounting rules
- Methodical approach
- Good communication skills
- Familiarity with archery
- Prepared to make annual time commitment

MAIN DUTIES:

- 1) To annually review the draft Financial Statements prepared by the Honorary Treasurer and Tournament Organiser against bank statements, vouchers, Club minutes and other documents to verify the authenticity and accuracy of the Financial Statements.
- 2) To attend, and present a formal, written report to, the Annual General Meeting to confirm that the Financial Statements represent a true and fair view of the Club's financial position for the period under review, usually a financial year.
- 3) To offer advice as requested by members or the Management Committee on aspects of the Club's financial affairs and procedures.