



## Maidstone Football Club

### Hon Treasurer

#### **RESPONSIBILITIES:**

**OF ROLE:** The Treasurer is responsible for the management of the club's accounts and its financial dealings.

**TO:** Main Committee

#### **DUTIES:**

- Look after the finances of the rugby club
- Be fully aware of the financial position of the club at all times and keep the committee informed of all financial trends and areas of concern
- Renew insurances annually
- Issue receipts and promptly deposit all monies received
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions
- Manage the clubs cash flow and maintain a working level of petty cash
- Prepare and present accounts for the end of year financial report and audit
- Financial planning, including producing an annual budget and monitoring it throughout the year
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, tax returns, grant aid reports)
- Ensure the club is compliant with pension requirements & submit the NEST pension records
- Ensure club has paid RFU and Constituent Body affiliation fee

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Bookkeeping and accounting knowledge
- IT/PC Literate
- Knowledgeable about VAT, returns and rules
- Be aware of investment opportunities
- Well organised, able to keep records
- Careful when handling money and cheques
- Confident in handling figures
- Prepared to make instant decisions relating to the finances of the club when necessary

#### **TIME COMMITMENT:**

- Approximately 2 hours per week – increasing around Financial Year End