

Treasurer

Responsibilities:

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.
- Ensure adequate insurances are in place.
- 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 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

Club Notes: