

CLUB PROFILE: TREASURER

Objective: A member of the Management Committee, the Treasurer has a key responsibility for ensuring sound management of the Club's income, expenditure, the integrity of the Club's financial accounts and overall financial health.

Background

The Treasurer role became vacant in the early part of the 2016-7 season, due to unforeseen circumstances. The responsibilities are currently divided up amongst existing members of the Management Committee, who have agreed to provide mentoring support to any nominated replacement. Given the importance attached to the role by the Club and its Members, the Treasurer can only be elected at the AGM, or, in extreme circumstances, by calling an EGM.

The Person

Organised, numerate and attentive to detail; familiar with book-keeping/accounting practices, careful when handling money and cheques, scrupulously honest, able to answer questions about the Club's financial status in meetings, prepared to assert themselves with others when the integrity of the Club's financial processes are in danger of being compromised.

Key Tasks

Income

- Liaises with Membership Secretary to monitor registrations throughout the season
- Protects Club's cash flow through timely collection of net match fees and other income
- Promptly deposits income in the Club's bank account and issues receipts as required
- Liaises with Development Officer to secure funding – grants, sponsorship etc.

Expenditure

- Settles suppliers' invoices and other payments authorised by the Committee
- Acts as one of four authorised cheque signatories on behalf of the Club.

Record-Keeping

- Keeps up-to-date records of all financial transactions (income and expenditure).

Reporting

- Attends and reports regularly to the Committee on the Club's financial position
- Produces a year-end statement of income and expenditure and a bank reconciliation for independent examination
- Arranges for an independent examination of the Club's accounts
- Circulates and presents an end of year Financial Report to the AGM
- Provides financial documents as required for submission to football authorities e.g. FA.

Planning & Control

- Ensures all financial controls and accounting practices are strictly adhered to
- Develops financial strategies, including budgets, to support the Club's aims and objectives
- Controls bank account, authorised signatories, expenditure ceilings
- Ensures that funds are spent and invoiced properly and in accordance with budget
- Ensures delegated work e.g. to an independent accountant is undertaken properly.

For further information, please contact Clare Jones, WRFC Club Secretary, on
07941 751243 or at
clare.jones@wrfc.club

