

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Honorary Treasurer

Name of Honorary Treasurer:

Responsible to: General Committee

Purpose:

To manage club finances, contribute to strategic business planning and review and recommend financial policies for the club to ensure that the finance work appropriately for the club.

To identify, apply for and follow up grant applications in order to target relevant investment in the club linked to the club's business/development plans; to make the most of the opportunities found in potential grants.

Key aspects of the role:

1. Lead on all financial issues.

Plan and monitor a budget each year; prepare and present the accounts for the end of year financial report and keep the committee informed of any trends and issues. If relevant, manage the club investment portfolio.

2. Manage financial transactions, subscriptions and contracts.

Prepare and submit any relevant statutory documents, including VAT, tax, grant reports, etc. Renew insurances annually and ensure the club has paid relevant affiliation fees. Working in conjunction with the membership secretary, monitor membership subscriptions income.

3. Monitor commercial activity.

In conjunction with the bar manager, monitor bar, catering etc. Deal with suppliers, coordinate timely payments and ensure that all appropriate documentation is obtained.

4. Liaise with Executive/General Committee.

Liaise with the Executive/General Committee to ensure that all grant application efforts are well directed, realistic and in line with the vision of the club, business/ development plans.

5. Source and lead all grant applications.

Look into and apply for grants to help invest in the club as well as ensuring that all necessary follow-up to the grant application process is completed.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.