



ROLE DESCRIPTION

ROLE TITLE	TREASURER
REPORTS TO	CLUB CHAIR
GRADE	VOLUNTARY NON-PAID POSITION

NATURE AND SCOPE

The Treasurer looks after the club's accounts and financial dealings, reporting to the Club Chair. BRFC cannot function without handling money, so it goes without saying this is a crucial and high profile role within the club and committee.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Look after the club's finances to make money work for the club
- Know exactly where the club stands financially at any time, and keep the Committee informed of any trends and issues especially with regard to cashflow
- Recommend the financial policies for the club (eg payment of expenses)
- Plan and monitor a budget each year
- Prepare and present the accounts monthly and for the end of year financial report
- Liaise with external accountants for annual audited accounts
- Manage the club investment portfolio (if relevant)
- Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, gift aid reports)
- Make sure the club has paid relevant affiliation fees
- Attending monthly committee meetings
- Assist with grant applications where required
- Hold position of Director within the Trading Group
- Oversee supplier contracts relating to Trading Group activities
- Offer advice to Committee on all aspects of club expenditure/income and on legal trading status of club
- Pro-actively assess the clubs activities and with the help of the committee implement changes to the benefit of the club
- Be the go to person for all matters financial, authorisation of payments and any adhoc finance decisions

With assistance from the Admin Assistant,

- Deposit money and issue receipts promptly
- Keep adequate records of any transactions and reconcile bank statements accurately
- Ensure prompt processing of purchase and sales invoices including payment to terms
- Process monthly payroll including statutory requirements such as pensions and taxation

PERSON SPECIFICATION

- Experience of working in accounting or financial services with other agencies in business or sport



SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need to be:

- Financially knowledgeable, qualified under a UK accounting body, with skills covering bookkeeping, accounting, VAT returns and investment
- Arithmetically sound
- Careful and confident with figures, cash and cards
- A good record-keeper
- Confident and good at communicating
- Tactful, diplomatic and discreet
- IT literate

How much time it will take up:

Approximately 4 - 6 hours per week.

What you'll get out of it:

Although you'll already be financially literate, this is a great way to keep those skills sharp. You'll be fulfilling a respected role within the club, which is absolutely vital to the success of the club.

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.