

TREASURER – Cambourne Exiles RFC

Main purpose of role: To be responsible for the management of the rugby club committees finances in accordance with the decisions of the Committee

Actual duties involved:

- To look after the finances of the Rugby Club
- Recommend action on financial matters to the committee
- Renew insurances annually
- To collect subscriptions and all money due to the committee
- To pay bills and record the information
- To keep up-to-date records of all financial transactions
- To ensure that all cash and cheques are promptly deposited in the bank or building society
- Ensure funds are spent properly
- To issue receipts for all money received and to record this information
- Report regularly to the committee on the financial position of the rugby club
- Prepare and present accounts for the end-of-year financial report and audit
- Financial planning including producing and monitoring of an annual budget
- 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 has paid RFU & Constituent Body, County and other affiliation fees.

Liaison with:

- Committee Members
- Club Members
- Auditors

The Post holder will be responsible to: The Executive committee

Meetings to Attend:

- Executive Committee meetings
- Club Annual General Meeting

Estimated time commitment: Average 1-2 hours per week, more near year end

Term of role: The Treasurer will be appointed for one year at a time with the hope that the post-holder will remain in position for a maximum of 3 years.

Benefits

- Associated expenses will be paid for by the club as approved by the committee and directed by the treasurer
- Increase in profile within the rugby fraternity and local & national media