LEIGH MINERS RANGERS RL ACADEMY

ROLE DESCRIPTION
Hon Treasurer

Overall Purpose

To be responsible for the financial management of the Club's accounts and financial dealings

Key responsibilities

- To manage the financial activities of the Club
- To produce income and expenditure reports for the Club as required
- To communicate financial matters, including areas of concern, to the Club committee
- To be aware of the financial situation of the Club
- To assist in the preparation of annual finance accounts for auditing and to provide the club accountant with information as required
- To be responsible to the Chairman and Vice-Chairman.
- Monitor regular recurring income (Membership subscriptions and 3rd party income)

Suggested activities

- Recording of income and expenditure
- Prepare finance reports for the Committee (on a monthly basis)
- Be a signatory on the Club cheques / accounts
- Reconcile bank statements with accounts
- Ensure your knowledge of any other Club members handling, paying out, or depositing Club funds. Any evidence of malpractice or wrong doing brought to your attention should be reported immediately to the committee
- Have a good knowledge of the Club and League's Rules and Regulations
- Be aware of the Club's future plans and development initiatives

Key results

- Accurate up-to-date accounts are held and reported
- Bank statements are reconciled on a monthly basis
- Budgets are adhered to
- The finances are correct and all records of financial dealings are available to any members of the Club

Commitment Required

Generally 2-3 hours per week, with additional hours prior to and following Committee meetings and auditing

Benefits to self

- Experience in dealing with financial matters
- An insight into the running of an organisation
- Involvement across the club

Benefits to club and community

- Financial awareness leading to astute financial decisions
- Open and honest financial dealings within the Club
- Better organised club, leading to increased participation

Support/Training

Training will be provided by the club, as required

Qualifications/skills

Good mathematical skills and ideally with a financial background dealing with general accounting procedures. Computer literacy in working with spreadsheets or financial package applications would be of great benefit.

Good communication and organisational skills are vital to this role, along with assertiveness. **The candidate may need to be DBS checked for this post.**