

TEWKESBURY RUGBY FOOTBALL CLUB

ROLE DESCRIPTION

Honorary Treasurer

Purpose

To oversee budgets and spending for budget holders within the Management Committee (excluding Operational Budget)

Key aspects of the role :-

1. Review and monitor Management Committee Budget holder's monthly expenditure to ensure compliance with set budgets.
2. Report any deviance from budgets to the Financial Director.
3. Working in conjunction with the Director of Rugby and Junior Chairman ensure all membership subscriptions are paid in a timely manner.
4. Provide monthly Management Report providing an overview of spend against budget.
5. Provide monthly overview of club's financial situation with P&L report.

Preparation and submission of relevant statutory documents, including VAT, tax, grants etc., will be prepared by the Financial Director and does not form part of this role.

All commercial activity will be managed by the Officers of the Club and do not form part of this role.

Is this role for you?

If you are financially knowledgeable, with skills covering accounting and VAT with accurate record-keeping, computer and numerical skills you could fulfill a respected role in the club and provide a vital service. Knowledge of using Xero would be an advantage.