



Role Specification – Honorary Treasurer

Overview – The Treasurer is an executive member of the club committee. They look after the club's accounts and financial dealings, reporting to the rest of the executive committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

Detail

Ideally you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, and investment
- Arithmetically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- Good with a computer and the relevant programs
- Aware and decisive

What you'll do:

- 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
- Working in conjunction with the membership secretary, monitor membership subscriptions income
- In conjunction with the bar manager, monitor bar cash flow, hire, catering etc.
- Recommend the financial policies for the club (e.g., payment of expenses)
- Plan and monitor a budget each year
- Prepare and present the accounts for the end of year financial report at the AGM
- Deposit money and issue receipts promptly
- Keep adequate records of any transactions
- Prepare and submit any statutory documents needed (e.g., tax, grants, etc)
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees

How much time it will take up:

- The amount of time you put into the role is up to you however the RFU thinks it will take up 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.

Reporting

Any issues/opportunities can be reported to the committee.