



We Are Recruiting!

Hon. Treasurer

Purpose

Working alongside the club's bookkeeper and auditors, to manage the clubs' finances, contribute to strategic business planning discussions and review and recommend financial policies to ensure the smooth financial operation of the rugby club.

Key aspects of the role

1. Lead on all financial issues.

Plan and monitor a budget each year; prepare and present end of year financial report and keep the committee informed of any trends and issues.

2. Manage financial transactions, subscriptions, and contracts.

Prepare and submit any relevant statutory documents, including VAT, tax, grant reports, etc. Renew insurances annually and ensure the club has paid relevant affiliation fees. Working in conjunction with the membership secretary, monitor membership subscriptions income.

3. Monitor commercial activity.

In conjunction with the bar manager and Hon. Commercial Dir. monitor bar, hall hire, catering etc. Deal with suppliers, coordinate timely payments and ensure that all appropriate documentation is obtained.

Is this role for you?

If you can spare 3-4hrs per week, with skills covering bookkeeping, accounting, VAT returns, PAYE with accurate record-keeping, computer and numerical skills, you could fulfill a respected role in the club and provide a vital service.

For further information email: Secretary@camelotrfc.co.uk