



Crewe and Nantwich RUFC

Honorary Treasurer Role

Purpose

To manage club finances, contribute to strategic business planning and review and recommend financial policies for the club to ensure that the finance work appropriately for the club.

Key aspects of the role

1. Lead on all financial issues:

Plan and monitor a budget each year; prepare and present the accounts for the end of year financial report and keep the committee informed of any trends and issues. When relevant, manage the club investment portfolio.

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 Commercial manager ensure that commercial events have an agreed business plan authorised and monitored.

Deal with suppliers, coordinate timely payments and ensure that all appropriate documentation is obtained.

Is this role for you?

Key skills required include;

- financially knowledgeable
- bookkeeping, accounting,
- VAT returns, PAYE
- accurate record-keeping, computer and numerical skills

This is a great opportunity to play a key role in the management of our club.

If you are interested then please email Graham Jackson at the following email address cnrufcchair@gmail.com