

## Club Treasurer

The Club Treasurer is the chief financial manager of the club, maintaining economical integrity and accurately records the club's financial position whilst providing financial recommendation to the club and being the primary contact with the WRU funding and finance team.

### What kind of person should you be?

1. **Well organised-** Being able to keep track of income and outgoings in as an up-to-date, effective and efficient manner as possible
2. **A good time manager** – this is essential to ensure that deadlines are met without excess stress
3. **A good communicator** – this is essential to ensure communication with other committee members in a clear and confident manner as well as communicating with a variety of other stakeholders.
4. **Experience working with finances-** Working within a budget and, experienced making multiple payments and working with several funding opportunities

### The core responsibilities of the role

1. Responsible for the management of the club finances in accordance with the decisions of the executive committee, and recommending action on financial matters to the committee.
2. Collecting subscriptions and all money due to the club, paying bills on behalf of club, and recording such information.
3. Keep up to date records of all financial transactions and ensuring all cash and cheques are promptly lodged to club's account
4. Prepare and present accounts for the end-of-year financial report, audit and financial planning including producing an annual budget and monitoring it throughout the year
5. To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).

### The commitment from you

1. A Club Treasurer is usually appointed for a specific term such as a season so you'll be expected to perform the role for at least 9 months, as this ensures an accurate and detailed end-of-year report along with the enforcement and monitoring of the financial plan and annual budget
2. The workload of a Club Treasurer will be heavier at the beginning of the season and should tail off to a constant level thereafter.

### What do you get out of it?

Being a Club Treasurer shows a high level of commitment and significant skills. It is a well-respected position in the club and in the local community. The results of your work can be seen in a well-run club assisting in the quest for on field success.

