

Broxbourne Sports Club – Club Treasurer Role Description (August 2016)

Introduction

Broxbourne Sports Club (BSC) is seeking an individual to provide the role of Club Treasurer. This role provides a pivotal function in running a successful club and is along with the Chairman and Secretary a Senior officer within the club structure. The importance of the role is driven by the responsibility of being in control of the BSC monies, its collection and disbursement.

The role has been vacant for the last three years and has been managed by other committee volunteers filling in, this approach has caused some frustrations around forecasting and budgeting. This needs to be rectified by appointing a suitably skilled person with a background and experience in accountancy or business financial management in either a voluntary role or as a part time employee.

The role will require an initial investment in time to establish a more structured approach to the club's current financial management and over time will require a reduced commitment focussing on setting annual budgets, reporting and audit type functions.

Key Responsibilities

- Maintain accurate financial records throughout the year to be reviewed at any time by members, committee and accountants
- The collection and disbursement of the Sports Clubs monies.
- Setting of the club's annual budget/forecast
- Monitoring and auditing of club processes for financial management including cash takings
- Working with Section Treasurers to set section budgets
- Provide support to section treasurers/committees in applying for grants/funding

Initial Activities

- Review the Sports Clubs current financial situation and report on the strengths and weaknesses
- Review current financial reporting structure and provide a report to the committee on any recommendations for enhancements or changes in approach. Areas requiring simplification include but are not limited to:
 - The reporting and accounting of membership fees to address an inability to accurately forecast income (possible amortisation of section fees to reflect a more stable income reporting)
 - The establishment of a cost centre structure either by section or common areas of spend
 - Implementation of simplified reporting process that allows the club admin staff to generate monthly/quarterly reports for the club committee meetings which would if required be available to the committee, members and the accountants.
 - The capture and management of a capital expenditure programme mapped to a five-year business plan.
 - Establish internal controls over cash takings/bar stock/gaming machines etc.
 - Establish internal control over the sports club's assets and ensure all liabilities are paid in a timely manner and align to internal process (ensuring all business is transacted through the club bank accounts)

Regular Duties and Responsibilities

Weekly Duties

- Liaise with club admin staff to manage all income/outgoings
- Be available to act as one of two signatories for approving expenditure

Monthly Duties

- In liaison with club admin staff provide a monthly summary of financial position for the committee meeting.
- Monitor/audit bank statements to reconcile against internal financial records.
- Attend monthly committee meetings
- Maintain and monitor the club's capital expenditure plan

Annual Duties

- Prepare the Sports Clubs Annual budget/forecast.
- Work with Sections treasurers to agree section budgets and forecasts
- Liaise with club accountants to prepare end of year

Applications

Anybody interested in applying for this key role within the club should contact either:

Club Chairman: Mark Blake

Tel No: 07968 367708

Email: mark.blake2@ntlworld.com

Or

Club Secretary: Sarah Elliot

Tel No: 07968 524554

Email: sarah.elliott1@btinternet.com