



# MKRUFC VACANCY WITHIN NEW CLUB STRUCTURE

**CLOSING DATE OF APPLICATIONS: Friday 4<sup>th</sup> March 2011**

**Apply by email to Club Chairman, John Theobald ( [j.theobald@talktalk.net](mailto:j.theobald@talktalk.net) ) explaining why you would be suitable for the role**

## Honorary Treasurer

The Treasurer looks after the club's accounts and financial dealings, forming part of the Executive Committee. A club cannot function without handling money, so it goes without saying this is a crucial role.

### **Ideally you'll need to be:**

Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, 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

Recommend the financial policies for the club (eg payment of expenses)

Plan and monitor a budget each year

Liaise with the club accountant and ensure the correct preparation and presentation of the accounts for the end of year financial report

Deposit money and issue receipts promptly

Keep adequate records of any transactions

Prepare and submit any statutory documents needed (e.g. VAT, tax, PAYE and NI returns, grant aid reports)

Renew insurances annually

Make sure the club has paid relevant affiliation fees

### **How much time it will take up:**

Around 2-4 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.