

Honorary Treasurer

The role of the Honorary Treasurer of Ashford Rugby Club is crucial for maintaining the financial health and integrity of the organization. The Honorary Treasurer oversees all financial aspects, including budgeting, financial reporting, and ensuring compliance with financial regulations.

Responsibilities

1. Financial Management

- **Budgeting:** Preparing and monitoring the club's budget, ensuring alignment with strategic goals.
- **Financial Planning:** Developing long-term financial plans to ensure the club's sustainability.

2. Financial Reporting

- **Monthly and Annual Reports:** Preparing financial statements and reports for the Executive Committee and members.
- **Audit Preparation:** Coordinating with external auditors and preparing necessary documentation for audits.

3. Record Keeping

- **Transaction Records:** Keeping accurate records of all financial transactions, including income, expenditures, and investments.
- **Documentation:** Ensuring all financial documents, such as receipts, invoices, and contracts, are properly filed and accessible.

4. Compliance and Governance

- **Regulatory Compliance:** Ensuring compliance with relevant financial regulations and reporting requirements.
- **Policy Implementation:** Developing and implementing financial policies and procedures.

5. Fundraising and Sponsorship

- **Fundraising Strategy:** Developing and overseeing the club's fundraising strategy.
- **Sponsor Management:** Ensuring timely collection of sponsorship funds.

6. Cash Flow Management

- **Bank Reconciliation:** Regularly reconciling bank statements with club records.
- **Cash Flow Monitoring:** Ensuring sufficient cash flow for day-to-day operations and future planning.

7. Financial Advice

- **Board Support:** Providing financial insights and recommendations to the board to support decision-making.
- **Risk Management:** Identifying and mitigating financial risks.

Skills and Qualifications

1. **Financial Acumen:** Strong understanding of financial principles, accounting practices, and budgeting.
2. **Attention to Detail:** High level of accuracy in preparing and managing financial records.
3. **Analytical Skills:** Ability to analyze financial data and provide strategic insights.
4. **Communication Skills:** Excellent verbal and written communication abilities to present financial information clearly.
5. **Organizational Skills:** Strong ability to manage multiple tasks and deadlines.
6. **Knowledge of Rugby:** Understanding the financial dynamics of a rugby clubs.

Activities

- Attending and contributing to Executive meetings.
- Meeting with sponsors, potential sponsors, and other stakeholders to discuss partnerships and support.
- Discharging responsibilities as part of the Executive Committee Terms of Reference.
- Coordinating with the management team on financial issues, upcoming events, and strategic initiatives.

Member of: Executive Committee