



Wymondham Community Rugby Trust and Wymondham RFC Trading Ltd (“Club”) – Volunteer Role Description

Treasurer

The successful candidate will be an executive member of the Board of Trustees (“Board”).

Term of Appointment will be for 3 years. The appointment will need to be ratified by a vote at the AGM in 2024.

You will be responsible to the Board.

ACTUAL DUTIES INVOLVED:

- Ensure effective financial controls and accounting policies and procedures are in place.
- Advise the Board on the Club’s financial compliance with legal and regulatory requirements.
- Work with the Board to develop a 3-year financial plan to support the Club’s Strategy.
- Develop the annual budget of the Club prior to submission to the Board for approval. Work closely with the Club Chair and the Grounds Sub-Committee in respect of the playing and grounds budgets, and the Commercial Director and General Manager in respect of trading and facilities budgets.
- Review the financial stability of the Club, and if necessary, recommend appropriate action to the Board.
- Oversee cashflow and other money management issues.
- Produce accurate and timely management accounts, annual accounts and other financial reports as required working in conjunction with the Club’s accountants.
- Co-ordinate the annual audit, keeping the Board updated on progress working with the Club’s auditors.
- Monitor and control the costs and budgets for the Club including the playing and grounds budgets, ensuring regular and accurate reporting and monitoring.

OVERSIGHT RESPONSIBILITIES:

- Reserve fund policy and investment strategy.
- Annual budgets and 3-year financial plan.
- P&L and Balance Sheet reporting to the Board.
- Bookkeeping.
- VAT.
- Relationship management with auditors, accountants and bookkeepers.

MEETINGS TO ATTEND (to be agreed by Board):

- Monthly Board meetings.
- Annual General Meeting.
- Finance Committee (as appropriate).

OTHER INFORMATION:

- Suitable professional background in finance and financial management.