



## **Newry Rugby Football Club Ltd**

### **Honorary Treasurer - Job Description**

The generic responsibilities of a Board Member as per Board Member Job Description also apply to the role of the Honorary Treasurer. This is a voluntary role. The main role of the Honorary Treasurer is to lead the management of the financial affairs of the Club, delivering “best-value-for-money” on prudent expenditure whilst identifying measures to maximise club income. The necessary actions to achieve this shall include the following. These are shown in chronological order from the date of the AGM

1. The Treasurer shall prepare the annual accounts for presentation to an independent auditor.
2. The Treasurer will present signed and audited annual accounts at the AGM
3. The Treasurer upon taking responsibility for the club’s financial affairs immediately following the Club’s Annual General Meeting shall advise any changes to our banks of the relevant signatories on our club’s accounts.
4. The Treasurer, having attended the Club’s Annual General Meeting and gauged voting members’ opinions, shall prepare a written financial plan for the incoming year.
5. As a Board member, the Treasurer shall regularly attend committee meetings. If unable to attend he/she shall, prior to the meeting, forward an updated finance statement to the Chair.
6. The Treasurer shall outline to all Board meetings the current financial position of the Club.
7. At the time of preparation of this document, the Club does not have a predetermined written finance system in place. Best practice will require that this be prepared. However subject to that happening it is felt that such a system of governance will include the following :
  - Itemised expenditure and income, under appropriate headings or categories, for the period being reviewed. Where appropriate these shall be supported by cheque nos. and receipts.
  - Itemised expenditure and income for the financial year to date.
  - Comparison of such expenditure and income against budgets and plans.
  - A statement of all monies held in bank accounts or petty cash.
8. The Treasurer shall manage cash flow and ensure that the financial resources of the Club meet its needs.
9. The Treasurer shall advise the Committee as soon as practicable of financial irregularities noted. The Treasurer should also be consulted for their input on any formal written agreements with sponsors / supporters / employees of Newry Rugby Football Club Ltd.

10. The Treasurer will ensure the audited annual accounts be forwarded to the IRFU and any other regulatory bodies within the required timescales.
11. The Treasurer shall engage with Her Majesty's Revenue & Customs to ensure Newry Rugby Club meets any regulatory obligations as part of its CASC status.

**This is binding in honour only and is not intended to be legally binding.**  
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