



## Role Specification League Treasurer

### Role Specification for

League Treasurer reporting to Finance Director

### Purpose of Job

To ensure the smooth and effective running of the competition by maintaining an overview of the organisation's affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. To contribute to the development and operation of the competition.

### Dimensions of Job

- To be responsible and fully accountable for the recording of all income and expenditure transactions
- To generate and present budgets, accounts and financial statements
- To be assured that the financial resources of the competition meet its present and future needs
- To prepare and present financial reports to the board
- To ensure that appropriate accounting procedures and controls are in place
- To liaise with Officers and members about financial matters
- To advise on the financial implications of the competition's strategic plans
- To ensure that financial investments are consistent with the aims and objects of the organisation
- To monitor the competitions financial activity and ensuring its consistency with the competitions policies and legal responsibilities
- To ensure that the accounts are prepared and disclosed in the form required by the relevant statutory bodies
- if an audit is required, ensuring that the accounts are verified in the manner required, and any recommendations of the auditors implemented
- To keep the board informed about its financial duties and responsibilities
- To make a formal presentation of the accounts at the Annual General Meeting and drawing attention to any important points in a coherent and easily understandable way
- To seek out, secure and maintain new sponsorships jointly with other Officers
- To manage the sourcing and procurement of league trophies ensuring that these meet the budget, quality and delivery targets for the competition
- To ensure that cup competitions are managed within budget and control the expenditure for these
- To define the appropriate costs for the coverage of league meetings, sourcing venues that meet the leagues needs
- To sit on appraisal, recruitment and disciplinary panels as required
- To serve on the Board, reporting monthly on all financial matters, obtaining advice and direction as necessary

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- To manage any other officers involved in the control of the finances of the competition
- To undertake the lead financial role on any sub-committees as required
- To maintain an ongoing dialogue with the Competition Chairman, Secretary and other Officers on current and emerging issues/projects.
- To initiate personal contact with all Officers and to be generally contactable by all Officers
- To represent the organisation at functions, meetings and acting as a spokesperson as appropriate
- Attend meetings of the FA and represent the competition at such
- Raising of fines and monitoring payments follow up late payments
- An understanding of an electronic treasures system (Club Treasurer)

### **Accountabilities**

- Work with all officers/members of the board to set aims and objectives.
- Take responsibility for implementing solutions to problems affecting the running of the competition, to ensure speedy and effective resolution.
- Contribute to continuous improvement of the running of the competition.

### **Key Competencies**

- Self motivation
- Delivering results
- Attention to detail
- Influencing
- Adaptability
- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good 'people' skills
- Impartiality, fairness and the ability to respect confidences
- Numeracy skills

### **Key Features**

- Has a can-do pragmatic attitude
- Good problem-solving ability
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of financial management
- Working as a team player to contribute to the achievement of the competition aims and objectives



### **Experience Needed**

- Sound management, financial control, ability and organisational skills.
- Practical management experience to enable a selection of opportunities which will generate short term financial benefits and the maintenance of a sound financial base.
- Ability to communicate clearly with other Officers and members
- Ability to prepare financial reports presenting options in a clear and concise manner
- Hands-on computer experience, including a thorough working knowledge of Microsoft Word and E-Mail systems is desirable
- Knowledge of football administration at step 5 with at least 2 years hands on experience.

### **Qualifications Required**

- An understanding of bookkeeping/treasurer experience

### **Pay Status**

- Volunteer Role-Justifiable expenses

### **Accountable to**

- The Finance Director
- The elected officers of the Board of Directors
- The members of the competition

### **Time Involved**

- One Management meeting per month
- LMC/Board meetings as required (normally monthly)
- Sub-committee meetings as assigned (normally via electronic conference)
- Chair of any sub-committee assigned to the role
- Occasional attendance at Competition matches
- Occasional daily involvement