



Honorary Treasurer – Leicestershire Rugby Union

Role Description

- **Role Title** – Honorary Treasurer
- **Reports To** – Executive Management Committee

Nature and Scope

- To devise, agree, implement and monitor suitable systems and procedures to ensure timely and accurate financial information is available for management to facilitate informed decision making

Terms of Reference

- To keep the Union's accounts and other financial records.
- Have a duty of good faith and a duty to act in the best interest of the Union and its members
- To act as chairman of the Planning, Funding and Reporting Sub-Committee.
- To be appointed the Secretary of LRU Developments Ltd.
- To be the principal contact with the FCA and H. M. Customs and Revenue.
- To report the financial position of the Union at meetings of the Management Committee.
- In association with the Finance, Planning, Funding and Reporting Sub-Committee to prepare Annual Budgets/Action Plans for approval by the Management Committee.
- To monitor expenditure in relation to approved budgets.
- To authorise and make payments within approved budgets and the policy of the Union.
- To administer the Union's bank accounts and investments.
- To act as Hon. Treasurer of the Leicestershire Schools Rugby Football Union.
- Provides the RFU with any financial information of the Union it may require



Person Specification

Experience Required

- Rugby Union experience and credibility across different aspects of the game in the CB
- Long - standing involvement in the game in the CB
- Formal training in and be fully conversant with the principals of accountancy. It is desirable that a recognised accounting qualification is held
- Two-year experience in a stand - alone financial or book keeping role
- A fully checkable work record with no current criminal convictions for dishonesty
- Experience of holding office in a voluntary organisation (preferably rugby or sports related).
- Experience of Management accounting, variance reporting and related problem solving.

Skills and Attributes

- An experienced and effective manager
- Strong communication skills (written, verbal and presentational)
- Strong leadership skills
- Significant interest in developing the game of Rugby Leicester Leicestershire and Rutland
- Ability to guide, provide direction and constructively challenge committee members and local club leaders
- Well organised
- Familiar with business admin and practices
- Diplomatic and discreet