Highland RFC (SCIO)

Specific roles and responsibilities for;

Finance & Governance – Treasurer

The Treasurer is a vital role and will ensure the financial interests of the Club are managed day to day and in the best interest of the Club's members, along with the other Club Trustees.

Working alongside the club Financial Director, the main responsibilities of the Treasurer include (but are not limited to);

- Responsible for the management of the club finances in accordance with the decisions of the Trustees.
- Pay bills, issue invoices and record all financial information on Quickbooks
- Liaise with SRU and funding bodies to ensure reconciliation of claim applications and receipts.
- Ensure all cash and cheques are promptly lodged to the club's account(s)
- Balance till readings to cash and credit banking.
- Report monthly to the Trustees on the financial position of HRFC (SCIO) and CPSC2017 Ltd.
- Liaise with club accountants in the preparation of annual accounts.
- Present a summary of the annual trading results to the AGM.
- Develop financial budgets to correspond with projected expenditure and cashflow, highlighting potential exceptions or anomalies to the board timeously.
- To help prepare and submit any statutory documents as and when required (e.g. VAT returns, PAYE and tax returns)
- Ensure the club pays all affiliation and competition fees.
- Liaise with other Trustee Silo's and the Club President on all matters pertaining.

The ideal candidate should also have some working knowledge of Quickbooks or similar and accountancy processes. The outgoing Treasurer will ensure that the role is handed over in an organised manner.

How to apply.

Please send your note of interest and/or nomination to the AGM, specifying the vacancy of interest along with details of experience if appropriate and covering letter to secretary@highlandrugbyclub.com by 3 July 2023.

Please contact Roy Dinnes at president@highlandrugbyclub.com if you would like to discuss your nomination and the trustee role in any further detail.