



Bunbury Youth Football Club

Bunbury Playing Fields
Hurst Close
Bunbury
Cheshire
CW6 9QP

Roles and Responsibilities of:

Club Treasurer

Bunbury Youth Football Club takes its responsibilities very seriously towards operating a safe environment for all its players, officials and supporters and those of visiting organisations.

General

- Always place children's welfare first, escalate any concerns to the Club Welfare officer
- Operate within the rules and spirit of the clubs constitution, code of conduct and active policies
- Consistently behave as a positive role model, gaining the respect and trust of the children and people you work with
- Ensure training and qualifications are relevant and current for the role being performed
- Undertake a risk assessment of all activities undertaken
- Work Proactively with other club officials to develop a first class club
- Promote the clubs policies and those of the FA
- Be an elected member of the clubs Executive Committee

Role Specific

- Manage and administer finances of the club
- Work closely with the Club's Chairperson, Secretary and Welfare Officer and other appointed Officers in ensuring the smooth running of the club
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with
- In conjunction with the club committee, club officers and head coaches ensure the club programme of activities is exciting and varied
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions

General financial oversight

- Oversee and present budgets, accounts and financial statements to the executive committee
- Ensure that appropriate financial systems and controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant legislation.

Funding, fundraising and subscriptions

- Advise on the organisation's fundraising strategy
- Ensure use of funds complies with conditions set by funding bodies
- Ensure effective monitoring and reporting
- Support all fundraising and sponsorship opportunities.

Financial planning and budgeting

- Prepare and present budgets for new or ongoing work
- Advise on financial implications of strategic and operational plans
- Present revised financial forecasts based on actual spend.



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Financial reporting

- Present regular reports on the organisation's financial position including annual income and expenditure sheets and balance sheets
- Prepare accounts for audit and liaising with the auditor, as required
- Retain accounts in accordance with regulatory requirements
- Present accounts at the AGM
- Advise on the organisation's reserves and investment policy.

Banking and record-keeping

- Manage bank accounts
- Ensure everyone handling money keeps proper records and documentation
- Ensure proper records are kept
- Ensure all payments and fines are paid on time and recorded
- Ensure required insurances are in place.