

# **EASTERN COUNTIES RUGBY UNION**

## **ROLE DESCRIPTION**

**ROLE TITLE:** Honorary Treasurer

**REPORTS TO:** Eastern Counties (ECRU) Chairman

**PREPARED BY:** Andrew Sarek

Date: 8 October 2012

**LOCATION:** Stowmarket / TBA

**AGREED BY:** ECRU Executive Committee

Date: 11 October 2012

### **ROLE PURPOSE**

To devise, agree, implement, disseminate and monitor suitable systems and procedures to ensure timely and accurate financial information is available to Management to facilitate informed decision making.

To contribute constructively to the overall management of the Constituent Body (CB) by participating in the deliberations and decision-making processes of the Executive and Management Committees.

### **MAIN RESPONSIBILITIES**

- To establish and maintain a system of financial controls which will ensure accurate recording of all financial transactions to a standard that will satisfy external auditors and, where appropriate, statutory requirements.
- To initiate the annual financial planning cycle by establishing realistic timetables and ensuring that budget holders are provided with suitable

tools and training as appropriate to allow timely completion of the process.

- To review all financial planning data on receipt to ensure accuracy and reasonableness and to resolve (as far as possible) any issues by discussion with budget holders referring any intractable problems to his manager.
- To consolidate all budget holder financial planning data into a corporate budget for the forthcoming year and to present and agree this with the Executive Committee.
- To monitor constantly income, expenditure and cash flow against the Annual Budget and to report monthly to the Executive Committee the overall position and any exceptional variances together with proposals to address these.
- To liaise with and provide timely and accurate information to the RFU, HMRC and other relevant voluntary and statutory bodies as required.
- To chair the EC Finance Committee and ensure it operates within the current terms of reference (attached).

## **NATURE & SCOPE OF ROLE**

While this role is voluntary it is critical to the stability and success of the CB carrying responsibility for all financial affairs of the EC Constituent Body (CB).

The role holder will be the recognised finance expert within the CB and will be expected to play an important part in contributing to the strategy and management of the organisation in furtherance of rugby development within the area.

The role holder will be expected to apply professional standards to the financial processes within the CB to ensure solvency, transparency and probity of funds while concurrently ensuring that rugby activities are supported within the strictures of the available resources and in accordance with the core values of the sport.