

# **EASTERN COUNTIES RUGBY UNION**

## **PERSON SPECIFICATION**

**JOB TITLE:** HON TREASURER

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

**PREPARED BY:** Andrew Sarek

Date: 8 October 2012

**AGREED BY: Executive Committee**

Date: 11 October 2012

### **JOB 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.

### **1 EDUCATION, QUALIFICATIONS, TRAINING**

#### **ESSENTIAL**

No formal educational qualifications required but must have good standards of literacy and numeracy with formal training in and be fully conversant with the principles and practice of accountancy / bookkeeping including any statutory requirements..

#### **DESIRABLE**

Recognised accounting qualification (e.g. CIMA, FCA, CIPFA, AAT, ICB)

## **2 EXPERIENCE**

### **ESSENTIAL**

Considerable (2+ years) demonstrable experience in a stand-alone finance or book keeping role in the public, private or voluntary sectors.

A fully checkable work record with no current criminal convictions for dishonesty.

### **DESIRABLE**

Experience of holding office in a voluntary organisation (preferably rugby or sports related).

Experience of Management Accounting, variance reporting and related problem solving.

## **3 PERSONAL ATTRIBUTES**

- **PERSONAL ORGANISATION & TIMELINESS**

Able to take on achievable tasks and organise workload and other personal commitments to deliver these to agreed deadlines and quality standards.

- **SELF-RELIANCE**

Requires a minimum of external support, supervision and resource to successfully carry out required responsibilities whilst nevertheless recognising the importance of being a 'team player'.

- **RESILIENCE**

Able to maintain a high level of self-motivation despite setbacks.

- **RESOURCEFULNESS/CREATIVITY**

Able to face the unexpected and adapt methods or fashion limited resources to successfully meet the challenge.

- **ORGANISATIONAL ABILITY**

Has a willingness and ability to follow or devise processes and procedures to maximise effectiveness.

- **ACCURACY & ATTENTION TO DETAIL**

Will always check and double check to ensure paperwork and calculations are correct.

- **COMMUNICATION SKILLS**

Able to communicate clearly and concisely in writing, in person and on the telephone.  
Able to explain the financial obligations of the CB and clubs to people with little financial knowledge.

- **INTERPERSONAL SKILLS**

Will demonstrate the ability to relate positively to a wide variety of volunteers with varied responsibilities within the game and motivation for involvement.

- **HONESTY & INTEGRITY**  
Will always report truthfully and openly even when disadvantaged by doing so.
- **PROBLEM SOLVING**  
Will tackle problems head on, rapidly finding viable and creative solutions.
- **SELF CONFIDENCE**  
Prepared to back own judgements and 'fight their corner' without demonstrating dogmatism or becoming angry.
- **LEADERSHIP ABILITY**  
Able to lead a disparate group of volunteers in developing and implementing financial protocols and policies