It is proposed from the beginning of the 2015/16 season the ECRU Management and Executive Committees will be replaced by an ECRU Board which will meet monthly

To reflect the importance of the role it is expected the Post holder will sit on the ECRU Board

ROLE DESCRIPTION

ROLE TITLE   **Treasurer, Eastern Counties Rugby Union**
REPORTS TO   **ECRU Management Board**

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

- Attend monthly board meetings, Chair Finance Committee
- Prepares and sets budgets and controls costs of Union.
- Agrees budgets with budget holders.
- Maintains proper records and accounts and administer the financial affairs of the Union.
- Prepares income and expenditure accounts and cash flow forecasts.
- Provides the RFU with any financial information of the Union it may require.

PERSON SPECIFICATION

EXPERIENCE REQUIRED

- 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 & PERSONAL ATTRIBUTES

- An experienced and effective manager
- Strong communication skills (written, verbal and presentational)
- Strong leadership skills
- Significant interest in developing the game of Rugby in Eastern Counties
- 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
- Have a leadership ability