



Fintan Football Club

Role Description & Person Specification Document

Role Title:	Treasurer		
Club Tier Level:	Level 2: Executive Committee		
Terms Of Election:	Elected By Vote	Election Date:	At Annual General Meeting
Post Held For:	One Year	Re-Election Permitted:	Yes
DBS Status:	Not Required	Safeguarding Status:	Not Required

Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on chairman@fintanfc.co.uk. All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

Vacancies will be advertised on the club website: www.fintanfc.co.uk.

Job Description

ROLE PURPOSE

The purpose of this role is to be responsible for the overall finances of the club. This includes bookkeeping, record-keeping and general accounting best practises.

ROLE DUTIES

- Manage and administer finances of the club.
- Be a proactive member of the committee, championing all financial aspects, whilst leading and managing all stakeholders at the club.
- Report on the financial status of the club every month at the committee meeting.
- Ensure that purchases/expenditures are the best value for the club.
- Create annual income and expenditure sheets, using the Google Sheets on the club system.
- Generate an annual overall balance sheet, using the Google Sheets on the club system.
- Keep a copy of all receipts and transactions on Google Drive, hyperlinking each to the relevant payment on the system.
- Ensure all payments and fines are paid on time and recorded.
- Oversee the player finance management system, in collaboration with the Secretary.
- Inform the committee, team managers and coaches of players who are ineligible for selection due to outstanding balance, as a result of missing subscription or missing disciplinary fine payments.
- Set financial targets that will form a key part of the Club Development Plan.
- Advise the committee on all financial issues, such as: player subscriptions, registration fees etc.
- Work in collaboration with the Club Development Officer to drive the fundraising aspect of the club, ensuring that financial targets and budgets are set and achieved for such events.
- Ensure the club accounts are audited every three years by an external, accredited auditor.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.

PERSON SPECIFICATION

Essential

- A clear passion and unwavering commitment to the club.

- Demonstrable financial and bookkeeping interest and experience.
- Exceptional organisational skills.
- Exemplary written and spoken English skills.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential: No football related qualifications required.

Desirable: Relevant finance qualifications from a relevant sector a bonus.

ADDITIONAL NOTES

This role is pivotal for the long-term and ongoing health of the club. It will require a confident individual who is willing and prepared to lead and challenge on all financial matters within the club. Somebody with experience of securing funding, or a willingness to learn, would be a real benefit.

Role Terms & Conditions: Acceptance Contract

Job Title:	Treasurer		
Date of Election:		Post to be held for:	One Season - Until AGM
Personal Details			
Full Name:			
Address:			
Date of Birth:			
Declaration			
<p>I confirm that I accept the position of Treasurer of Fintan Football Club.</p> <p>I will act in the best interests of the Club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the Club.</p> <p>I understand that the role takes precedence over playing for the Club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Treasurer.</p>			
Signature of Acceptance			
Print Name:		Date:	
Signature:			