

Role Profile: Treasurer of West Ham United Supporters' Club

Position Summary:

The Treasurer of West Ham United Supporters' Club is a key role for overseeing the financial management and sustainability of the club. The position includes budgeting, financial reporting, monitoring expenditure and ensuring the club complies with all financial regulations. The Treasurer works closely with the Committee to make strategic financial decisions that support the club's mission and goals.

Key Responsibilities

1. Financial Planning and Budgeting

- Develop and manage the club's annual budget in accordance with the club's policies.
- Track actual performance against the budget, flagging variances and recommending corrective actions when required.
- Provide insights on cost saving and revenue generating opportunities

2. Financial Reporting

- Prepare and present financial statements, balance sheets and reports for the Committee, General Meetings, and the AGM.
- Ensure accurate documentation and accessibility of all financial records.
- Provide financial summaries for Committee meetings, highlighting key insights risks and trends.
- Provide financial analysis to assist with decision making.

3. Bookkeeping and Record Management

- Oversee financial operations, including tracking income, expenses, and club dues.
- Manage the club's bank account(s) and ensure that all transactions are recorded ensuring accuracy and compliance with accounting standards.
- Liaise with external accountants/auditors, providing them with necessary documentation as required.

4. Compliance and Financial Oversight

- Ensure the club's compliance with financial regulations, bylaws, and tax obligations.
- Implement financial controls to safeguard club assets, fraud prevention and risk management.
- Monitor all financial policies and practices, recommending improvements for enhanced security and transparency.
- Keep abreast of any financial regulations that may affect the club.

5. Membership Dues and Collections

- Oversee the collection of membership dues ensuring timely invoicing and follow up.
- Track and update members accounts, addressing any outstanding balances or dues issues.
- Provide updates to the Committee on membership dues status and financial impact.

6. Liaison and Communication

- Act as the financial liaison between the club and its members, answering financial queries, explaining dues and billing processes.
- Support the Committee with budgetary guidance for club events, programs, and activities.
- Collaborate with the Chair and Committee on developing long term financial strategies aligned to the club.

Qualification and Skills

- **Experience:** Prior experience in financial management, accounting, or bookkeeping. Experience within a nonprofit club or similar would be advantageous.
- **Skills:** Strong financial and analytical skills, with proficiency in financial software (e.g. Quickbooks, Excel etc).
- High level of accuracy and attention to detail.
- Ability to communicate complex financial information in an accessible and member friendly manner.
- **Attributes:** Strong ethical standards and integrity.
- Collaborative team player with a proactive approach to financial oversight.
- Ability to manage deadlines and work independently on financial tasks.

Key Competencies

- **Integrity and Confidentiality:** Maintains high ethical standards, respects confidentiality, and protects member information.
- **Time Management:** Demonstrates excellent time management abilities, with the flexibility to attend Committee meetings, AGM's, and club events.

- **Commitment to Accuracy:** Committed to producing clear, detailed and error free documentation.
- **Governance Knowledge:** Familiar with organisational governance, the club's Constitution, and compliance requirements, with a dedication to supporting good governance practices.

Time Commitment

The Treasurer role requires a flexible commitment, including attendance at Committee meetings, AGM's, and relevant club events.

Last updated: 24/02/25