



# ROYAL WOOTTON BASSETT TOWN FOOTBALL CLUB

A CHARTER STANDARD COMMUNITY CLUB  
Established 1882

## JOB DESCRIPTION

**JOB TITLE:** Club Treasurer  
**REPORTS TO:** Football Club Executive  
**DATE:** May 2016

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### SUMMARY/JOB PURPOSE

To look after the finances of the football club – both Senior and Youth Section  
Be well organised, confident in handling figures, careful when handling cash and cheques, honest, reliable and trustworthy and prepared to take decisions where necessary. Ensuring funds are spent appropriately in line with the Club's objectives.

Key responsibilities include:

- Bookkeeping – posting transactions both receipts and payments on Accounting System (currently using SAGE) from bank statements, expenses sheets, cheque books and paying in book.
- Reconciliation of bank account on regular basis – internet banking
- Paying invoices as and when required – cheques and internet banking
- Raising Sales Invoices as and when required
- Processing Senior Section cash sheets on Accounting system (emailed on a weekly or so basis)
- Liaising with Junior Secretary and Club Secretary to ensure prompt payment of all FA payments (Fines/Courses etc) on FA.com
- Liaising with Youth Section Membership Secretary who reconciles monthly standing order income to individual youth section players
- Liaising with Merchandise Section and processing of payments and receipts
- Fund Raising Activities - Overseeing and financial management/reporting as and when
- Preparing monthly management accounts (Profit & Loss/Balance Sheet)
- Attendance at Youth Section meeting – giving brief overview of current financial position and liaising with Youth Coaches giving out cash floats for Referee's fees etc – reconciling this and their expenses in Accounting system
- Attendance at Exec Meeting – reporting to the Committee the current financial position and variations from budgets etc
- Preparation of Year End Accounts and submission to external Accountant
- Presenting End of Year financial report to AGM
- Assisting in preparing and submission of any statutory reports (Grant applications etc) and submission of Annual Accounts to relevant authorities
- Preparation of Annual Budgets etc

Gerard Buxton Sports Ground, Wootton Bassett, SN4 8AY

Tel: (01793) 853880 [www.wbtfc.co.uk](http://www.wbtfc.co.uk)

Affiliated to Wiltshire County Football Association (FSN00234)



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## **Commitment**

Approximately 2 to 3 hours on average per week. Attendance at Youth Section and Exec Committee Meetings.