



Amesbury RFC – Treasurer

Purpose

The Treasurer is responsible for overseeing the financial management and sustainability of the club on behalf of its members. As a member of the Executive Committee, the role provides financial leadership, maintains accurate records, manages budgets and cash flow, and ensures the club meets its financial and regulatory obligations. The Treasurer supports informed decision-making and helps ensure the club's resources are used responsibly to support current activities and future growth.

Key aspects of the role

- Plan and monitor a budget each year
- Contribute to club development planning
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep accurate records of all transactions
- Keep the committee informed of any trends and issues
- Prepare and submit any mandated documents needed
- Renew insurances annually
- Make sure the club has paid relevant affiliation fees
- Raise invoices and undertake credit control as required
- Deal with suppliers, coordinate timely payments, ensure appropriate documentation obtained
- Manage cash flow
- Track membership subscription income (in conjunction with membership secretary)

Is this role for you?

If you're organised, trustworthy and comfortable working with numbers, this role could be for you. The Treasurer should be a detail-oriented individual with good financial awareness and the ability to provide clear, accurate information to support decision-making. The role requires integrity, reliability and a commitment to helping ensure the club remains financially sustainable for the future.

To find out more about this role, please contact the Club Secretary via amesburyrfc.secretary@gmail.com