



## Macclesfield Rugby Union Football Club Limited

### Job Description for Finance Officer

#### Overall Accountability

- To oversee the financial affairs of the Rugby Club and ensure they are legal, constitutional and within accepted accounting practice.
- To protect the interests of the club and the membership through good stewardship of the club's financial affairs
- To ensure proper records are kept and that effective financial procedures are in place.
- To monitor and report on the financial position of the Club.
- To oversee the production of necessary financial reports, accounts and audits.

#### Specific responsibilities

- Prepare a rolling three-year budget for the Club.
- Provide the Executive Committee with monthly management accounts including Profit & Loss and balance Sheet and commentary on deviations from budget including proposed actions.
- Attend the monthly Executive Committee Meeting to respond to the management accounts as necessary.
- Ensure proper records are kept and that effective financial procedures and controls are in place.
- Appraise the financial viability of plans and proposals
- Liaise with Bankers as necessary with regards to facilities as and when required
- Supervise all payments out through the bank including wages, invoices, PAYE, VAT and direct debits.
- Monitor income into the bank accounts analysing to ensure posted to correct nominal ledger.
- Monitor the receipt of subscriptions and sundry payments into our Stripe account and ensure posting to correct nominal account.
- Monitor the spend on Credit Card ensuring receipts obtained and ensure posting to correct nominal account.
- Monitor spend on PayPal ensuring receipts obtained and ensure posting to correct nominal account.
- Supervise the banking of cash and cheques from the bar and general office.
- Maintain records of petty cash spend and analyse to ensure posting to correct nominal ledger
- 

#### **Macclesfield RUFC**

Priory Park, Priory Lane,

Macclesfield, Cheshire, SK10 4AE

[info@maccrugby.co.uk](mailto:info@maccrugby.co.uk). 01625 827899



*Priory Park*

[www.prioryparkvenue.co.uk](http://www.prioryparkvenue.co.uk)





- Provide accountants with details of gross pay due to players and cleaners for them to process payments.
- Ensure accountants receive completed HMRC Starter Forms for all new players and employees.
- Maintain records of income and expenditure for the Mini/Junior age groups, Colts, Ladies and 200 Club. Provide information to them as and when required. Pay their invoices when requested.
- Monitor Sponsorship arranged by the Commercial Manager checking receipt of the agreed funds.
- Regularly oversee the chasing of Debtors
- Liaise with accountant to have the Year End Accounts audited.
- Provide a brief report to the Club's members at the AGM in May.
- Provide a full report to the Club's members at the Financial AGM in September

### **Skills & Qualities**

- Skilled and experienced in bookkeeping and financial management
- Skilled and experienced in preparing and presenting management accounts
- Skilled and experienced in analysis of management accounts and making recommendations
- Working knowledge of financial systems including Xero, Stripe, PayPal or similar
- Computer literate and competent with Microsoft Word and Excel
- Articulate with good communication and presentation skills
- High level of people skills
- A strong team player
- A passion for community enterprise

### **Macclesfield RUFC**

Priory Park, Priory Lane,

Macclesfield, Cheshire, SK10 4AE

[info@maccrugby.co.uk](mailto:info@maccrugby.co.uk). 01625 827899



*Priory Park*

[www.prioryparkvenue.co.uk](http://www.prioryparkvenue.co.uk)

