

This is Exmouth Rugby



Accounts Administrator - Junior

As Accounts Administrator (Juniors) you will report to the Club Treasurer and liaise with the Chairman of Junior Rugby reporting to the Junior Committee. You will be responsible for looking after the accounts and financial dealings of the Junior Rugby teams. Able to prepare and monitor budgets and managed accounts. A club cannot function efficiently without effective management of it's finances, so it goes without saying this is an important role.

Ideally you'll need to be:

Financially knowledgeable, with skills covering book keeping and accounting

Arithmetically sound

Careful and confident in dealing with cash and cheque receipts

A good record-keeper

Good with a computer and the relevant programs

Aware and decisive

What you'll do:

Look after the finances of the Juniors and work with the Club Treasurer to manage this part of the clubs finances.

Know exactly where the club stands financially at any time, and keep the Junior Committee informed of any trends and issues

With the Junior Chairman plan and monitor a budget each year

Deposit money and issue receipts promptly as instructed by the Club Treasurer

Keep adequate records of any transactions

Assist as requested with the preparation and submitting of any statutory documents needed (e.g. grant aid reports)

Make sure the club has paid relevant Junior affiliation fees

How much time it will take up:

Around 1 - 2 hours a week, rising at financial year end.

What you'll get out of it:

Although you'll already need to be financially literate, this is a great way to keep those skills sharp with a relatively minor time commitment. You'll be fulfilling a respected role in the community and providing a vital service to the club.

Contact the Chairman of Junior Rugby if you are interested.

Teamwork Respect Enjoyment Discipline Sportsmanship