

Vacancy for the Position of Honorary Treasurer

Honorary Treasurer at Helsby Golf Club Ltd

The Board of Directors is looking to recruit a new Honorary Treasurer.

The Honorary Treasurer is an officer of the Club reporting to the Board of Directors through the Finance Director. The Management Committee shall appoint the Honorary Treasurer who is re-elected every 2 years at the Members Annual Meeting.

The Role of the Honorary Treasurer

- To be responsible for the financial supervision of the club within the Club's Business Plan and Policies.
- To set annual budgets to deliver the Club's strategic plan with the Finance Director and Secretary for approval by the Board.
- To prepare 5-year cash flows to incorporate into the Strategic Plan.
- To prepare monthly financial reports to present at the monthly Board Meetings.
- To administer the day-to-day income and expenditure on Sage with the Secretary.
- To set and review the financial systems and controls in conjunction with the Secretary and the Club's external Accountants to ensure efficient and transparent management of the Club's resources.
- To attend the Annual General Meeting to present the Annual Accounts, as well as any additional General Meetings as required.

Essential Skills

- Expertise and qualifications in the fields of finance and accounting.
- Demonstrates a strong business understanding of the key drivers that create a sustainable Club and further develop the future of the Club.
- Strong planning and organisational skills.
- In depth knowledge of Sage Accounting Software.
- Excellent communication skills, especially in presenting financial information to non-financial members.

To apply, candidates should send a letter highlighting their reasons for wanting the role with a current CV to the Board of Directors at Helsby Golf Club, Towers Lane, Helsby, Cheshire WA6 0JB.

Contact details: secretary@helsbygolfclub.org

Tel: 01928 722021

The closing date for applications is 31st March 2021.