

FINANCIAL OFFICER

- Responsible for the financial supervision and risk management of the Club to allow the MC to provide good Governance of the Club.
- The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the Clubs' financial future and monitoring the Clubs ongoing revenue and expenditure.

RESPONSIBILITIES

- Provide advice to the MC in the management of the Club finances.
- Develop quarterly management accounts with costs split over course, clubhouse and administration.
- Provide monthly financial updates/reports for presentation at monthly committee meetings.
- Administer all financial affairs for the Club. This would include regular meetings with the Chair, Hon Sec and Operations Manager.
- Lead the annual Budget process and ensure an appropriate Annual Financial Plan is provided to the MC for approval. Agree budgets for key areas e.g. Course, House, Marketing, Strategy.
- Review all proposed Capital Expenditure and present to MC for approval.
- Liaise with The Golf Committee regarding competition entry fees/prize funds,
- Liaison with the Club's Bankers with regard to the Club Accounts, Overdraft & Loan facilities.
- Act as a signatory on the Club Bank Accounts
- Review financial process within the Club ensuring continuous improvement of same.
- Support the Auditors of the Club.
- Provide a written report for each Management Committee meeting

PERSON SPECIFICATION

The Financial Officer should be able to demonstrate skills in Financial Management and have an appropriate accounting qualification.

DESIRABLE ATTRIBUTES

- Financial expertise and qualification.
- Good organisational, computer and communication skills.
- Good IT skills
- Ability to maintain accurate records.
- Honest and trustworthy.
- Have a good working knowledge of the Club Constitution, roles and duties of office bearers, sub-committees and staff.
- Dedicated Club Person.