



Committee Role Descriptions

Title: Finance Manager

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose:

- Financial management and reporting of club finances.
- Budget setting, transaction management and reporting of financial information
- Collection of money

Experience:

- Good excel skills
- Great attention to detail
- Able to maintain confidentiality

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Demonstrates integrity, respect and professionalism	X	
Understanding of financial processes and controls	X	
Book-keeping skills	X	
Able to quickly learn new computer systems		X
Ability to see bigger picture, define and deliver a strategic plan for finances	X	
Strong budgeting skills to ensure financial resources are well controlled and the club's activities are sustainable	X	
Time management: ability to deliver to a deadline and manage voluntary time and workload effectively	X	
Commercial understanding to provide meaningful reporting and commentary	X	
IT-literate: leveraging systems to build a sustainable finance platform	X	
Management of external relationships, including professional advisors, internal and external stakeholders	X	
The ability to make sound, unbiased judgements and recommendations to the committee.		X



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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Monitoring and recording financial transactions and ensuring that cash is managed appropriately to ensure the club is always solvent.	Completion of monthly close and reporting cycle.
Communicating financial results to the club committee	Completion of monthly and annual reporting cycle.
Providing sound financial advice, consultation and judgement on issues impacting the club.	Attendance at relevant meetings and timely response to relevant issues when they arise.
Annual budget setting and reviewing in co-ordination with committee.	Preparation and sign-off of annual budgets.
Making online payments as and when requested.	
Working with committee team regarding budget and cash flow management	Compilation and sign-off of budgets and reporting tracking spend vs budget and revised projections where necessary.