



## **Finance Secretary Job Description**

The Finance Secretary manages the day to day finances of the club, working with the Treasurer to produce reports for the committee meetings and for the auditor.

### **SKILLS/QUALITIES REQUIRED:**

- Someone who is confident with numbers, spreadsheets and is willing to be trained in using Xero.
- Organised

### **MAIN DUTIES:**

- Creating invoices and bills in Xero as appropriate
- Once invoices have been issued by the membership secretary follow up to ensure payment is made, send reminders as appropriate
- Managing the bank account and making payments as appropriate
- Reconciling bank transactions with Xero transactions, invoices or bills
- Inputting to the monthly Treasurer's report for the committee
- Attending and producing documentation for the annual audit
- Paying any staff wages.
- *If we return to EBL - Working with the coaches and team managers of the U16 and U18 men to ensure that travel and accommodation are paid for by the Club and that the players are invoiced appropriately and tracking payments.*