



## **Chatteris Working Men's Club and Institute Ltd.**

**Role Description:** Club Treasurer

**Contract:** Flexible Part-Time

**Ref:** 0003

CWMC is a family friendly private members club at the heart of our local community in Chatteris. Our aim is to provide the membership with a relaxing, affordable, social environment to visit and partake in Club run events from Live Bands, to Bingo Nights, to Games Nights. We are not just one venue. The CWMC is part of the Working Men's Club and Institute Union (CUI), a voluntary association of around 18,000 private members Clubs across the UK allowing all our members access to all these facilities. Collectively, we are the largest non-profit making social entertainment and leisure organisation in the UK

### **Club Treasurer**

The Club Treasurer is responsible for the day to day running of the Club's finance's, ensuring that all invoices are paid in a timely manner and all costs flowing in and out of the Club are accurately recorded. The Treasurer works closely with the Club Secretary providing admin support and the Clubs nominated external Accountants. Whilst the Treasurer has the responsibility of recording and monitoring, it is the responsibility of the Club Committee for deciding how Club Finances are spent and raised.

Each year the Club Secretary is nominated and voted into post at the Clubs AGM.

### **Contract**

This is a paid position limited to five (5) hours per week. The rate of pay and number of hours worked is determined by the Club Committee and will be periodically reviewed and amended as required. Any hours worked must be recorded and then approved by the Club President or Club Secretary prior to being submitted for payment. Hours worked in excess of the agreed limit must be pre-authorised by the Club President.

### **Responsibilities**

The following duties are responsibilities which include, but are not limited to:

#### **Committee Meetings:**

- Attend the Committee Meetings. Be responsible for (or nominate an individual to be):
  - Preparation and presentation of the monthly Club Accounts.
- Attend the Clubs AGM. Be responsible for (or nominate an individual to be):
  - Presentation of the Clubs year end Accounts.
  - Obtain approval for the Year End Accounts, obtain the required authorisation signatures and submit the Accounts to the Mutual Society FCA (Financial Conduct Authority).

#### **Accounts Administration:**

- Maintain the Club Accounts on the nominated software, currently Xero. Check the bar books on a weekly basis, entering this information into the Xero financial platform and immediately informing the Club Secretary and Club Bar Steward of any discrepancies or issues.
- To ensure all invoices are entered on the Xero financial platform and when necessary, instruct payment.
- At Year End, review with the Club President, Club Secretary, and Bar Steward all financial matters accounting for all cash on the premises.
- When required, provide copies of all the invoices in a timely manner to be included in the external stock takes.
- Along with a second nominated Committee Member, have access to the bank accounts and be a nominated signatory for any Direct Debits, Cheques, or Bank Transactions.
- Ensure that a second Committee Member is trained and informed on the use of the Xero Financial Platform to provide cover. Ensure that the nominated other Bank Signatories are aware of payments to be made on the Bank System.

#### **Accountancy Liaison:**

- Liaise with the Club's nominated Accountancy, currently Evolve, regarding all aspects of the Club's financial matters. This includes, but not limited to:
  - VAT (Value Added Tax)
  - PAYE (Pay As You Earn)
  - NEST (National Employment Savings Trust)
  - HMRC (His Majesty's Revenue & Customs)
- Submit Year End accounts to the Clubs Accountancy to enable the Year End Accounts to be prepared in readiness for the Club AGM usually held at the end of March.
- Submit to the Accountants the monthly Staff Hours to enable their Payroll to prepare Staff Wage Slips and payments. Once completed, review to ensure that the correct payments are made and noted on the Xero finance platform.

#### **Club Administration / Management:**

- Take responsibility for the renewal of all utilities for the Club and Crown Building. Ensure the Committee is engaged in finding the most appropriate and value for money supplier.
- Ensure the annual PCI (Payment Card Industry) Compliance checks are completed for the Card Payment Machines.
- Check the post and deal with accordingly. Ensure anything left from the Club Secretary is actioned and equally raise to the Club Secretary anything that requires their involvement.
- Maintain the physical Finance filing system.
- Check emails on a daily basis and respond in a timely manner.
- Support the Club Secretary and Club President in the periodic reviews (quarterly) held with all staff to communicate the financial status, operations, and any such topics deemed of interest.

- Support the Club Secretary with fortnightly meetings with the Bar Steward to ensure the smooth running of the Club. Agree a 2-week Rota presented by the Bar Steward to ensure the Staff budgeting is acceptable.
- Ensure that the Bar Steward maintains a Till Fob Register and all current and new staff members are fully trained on Till Operations from the Bar Steward.
- Ensure the Bandits / Tote / Draw cash is counted and recorded with either the Club Secretary or Club Treasurer, and the Bar Steward (or nominated Senior Bar Staff member).
- Provide instruction to the Steward in the depositing of cash with the Bank. Ensure that as a minimum, 2 individuals are required to deposit cash into the Bank.
- Liaise with the Club Secretary to ensure that all relevant licences are current and up to date
- Liaise with the Club Secretary to ensure that the insurance for the premises is valid and reviewed as appropriate.

**Finance Committee:**

- The Treasurer may form a Finance Committee to assist with the oversight of the financial running of the Club. Members are chosen by the Treasurer.