



THE CLIMBERS' CLUB

FINANCE SECRETARY

The role of the Finance Secretary is to work alongside the Hon. Treasurer to ensure the smooth running of the club finances.

The club finances are moderately complicated, akin to a small business with a turnover of the £300,000 per year. The Club maintains 2 main bank accounts and has a number of savings accounts where the bulk of club assets are held. The Club is VAT registered and has to return quarterly VAT returns and is also registered for Corporation Tax which requires an annual return. The club also has a corporate charge card scheme, with the hut custodians making use of the charge cards for purchases related to huts.

The majority of financial transactions are related to:

- Hut expenditure – utilities (mostly on direct debit), rates, lease, repairs and maintenance and capital expenditure on hut improvements
- Guidebook – sales, sales processing expenses, guidebook development costs
- Volunteer expenses
- Subscriptions and hut fees
- An average month has approx. 50 transactions

The specific responsibilities of the role include:

- act as a joint signatory on all the club accounts
- authorize all payments, typically a handful every week
- update / monitor as required the club accounting system, Zoho Books in conjunction with the Hon. Treasurer. (Zoho Books is a web-based accounting system similar to other systems such as Xero, Sage or Quickbooks) (Zoho is automatically linked to the 2 main bank accounts and all transactions are categorized on a regular basis)
- assist with preparation / review of annual club budgets and reports to the committee
- assist with preparation / review of annual club accounts, Corporation Tax Returns and VAT returns
- act as a member of the Main Club Committee, which meets 3 times annually with online business conducted in between meetings.

The role typically requires a couple of hours a week but it can vary depending upon what is going on. The work can be batched up but needs to be dealt with every 2 or 3 days to ensure timely payment of in particular volunteers but also suppliers. It requires regular internet access to both process e-mails and online banking.

Limits of Authority

- **Financial:** as per financial procedures
- **Policy:** as instructed by the Committee
- **Public relations:** express the position of the committee as its voice piece.

Personal specification:

Useful to have experience as a bookkeeper / accountant, experience with VAT and Corporation Tax, experience with Zoho or other online accounting systems.

Hand over

Every Officer and Official of the Club will develop a "hand over pack" to pass on to their successor. The purpose of the pack is to help their successor settle into their new role as smoothly as possible.