

# Bonnyrigg Rose Community Football Club



## JOB DESCRIPTION FINANCE MANAGER

**Job Title:** Finance Manager

**Responsible to:** Club Committee

### Skills and Attributes Required:

- Well organised
- Able to keep records
- Confidence in handling figures and money
- Honesty
- Prepared to make a regular time commitment

### Main Duties:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Manage all aspects of the clubs payroll in collaboration with the club accountants
7. Manage all aspects of the clubs employee pensions
8. Manage all aspects of the clubs Gift Aid claims
9. Attend committee meetings, prepare reports and present to the auditors
10. In agreement with committee, plan the annual budget



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,  
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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11. Monitor the budget throughout the year

12. Prepare annual accounts for AGM

13. Help prepare any statutory documents that may be required e.g., VAT returns, PAYE, grant aid reports etc.

Time Commitment: \_\_\_\_\_

**SIGNATURES**

Finance Manager .....  
Date .....

Chairperson .....  
Date .....