

**The Royal Artillery Yacht Club (RAYC)** is seeking a trustworthy and organized volunteer to join our committee as **Honorary Treasurer**.

In this vital role, you will oversee our financial health, ensure regulatory compliance, and help shape the future of our club. This is an unpaid, voluntary position perfect for someone looking to give back to the Royal Artillery community while utilizing their financial skills.

### **Role Overview**

- **Job Title:** Honorary Treasurer
- **Position Type:** Volunteer / Unpaid
- **Time Commitment:** Approximately 10 hours per month, plus attendance at quarterly committee meetings and the Annual General Meeting (AGM).
- **Location:** Remote

### **Key Responsibilities**

- **Financial Management:** Manage bank accounts, process payments, and track all incoming funds (such as membership fees, sponsorships, and grants).
- **Record Keeping:** Maintain accurate, up-to-date financial records using our Money Manager accounting system or oversee the implementation of a modern, digital accounting system.
- **Reporting:** Prepare clear quarterly financial updates for the committee and present the annual accounts at the AGM.
- **Compliance:** Ensure the club meets all tax obligations, financial regulations, and statutory reporting requirements.
- **Budgeting:** Collaborate with the committee to set annual budgets and monitor cash flow to safeguard club assets.

### **Skills and Experience**

- **Financial Background:** Background in accounting, bookkeeping, finance, or business management is highly desirable.
- **Organization:** Strong attention to detail and excellent organizational skills.
- **Integrity:** Absolute honesty, trustworthiness, and a commitment to maintaining confidentiality.
- **Communication:** Ability to explain financial information clearly to non-financial committee members.

- **Tech Savvy:** Comfortable using spreadsheet software (Excel) or digital accounting tools.

### **What We Offer**

- A chance to make a meaningful impact on a passionate, Royal Artillery sports club.
- A welcoming, supportive, and collaborative committee environment.
- Opportunities to network with local businesses, members, and sports networks.
- Complete onboarding, handovers, and access to necessary training resources.

### **How to Apply**

To apply or find out more, please send a brief summary of your experience and why you are interested in the role to **colin.walsh2@aol.co.uk** by **3<sup>rd</sup> July 2026**.