



Dubai Exiles Rugby Football Club

PO Box 24987, Dubai, UAE

Tel: +971 (0) 5459 8603

Email: administrator@dubaixiles.com

Website: www.dubaixiles.com

Honorary Treasurer at Dubai Exiles RFC

With the recent appointment of a full time General Manager the role of Honorary Treasurer at DERFC is primarily to ensure management oversight and compliance within the Club's financial world. The role is to provide strategic business planning for the club's future and to ensure the financial wellbeing of the Club at all times. The Treasurer is directly responsible to the Chairman/President and members of the Club.

Responsibilities and Duties of Honorary Treasurer:

In conjunction with and by providing oversight to the General Manager, the Treasurer will ensure the following is taking place:

- Plan and monitor an operating budget each year in conjunction with section representatives
- Prepare and present the accounts for the end of year financial report
- Deposit money and issue receipts promptly
- Keep accurate records of all transactions
- Keep the committee informed of any trends and issues
- Prepare and submit any statutory documents needed (e.g. VAT)
- Renew club insurances annually
- Make sure the club has paid any relevant affiliation fees e.g. to GRM
- Raise invoices and undertake credit control as required
- Deal with suppliers, coordinate timely payments, ensure appropriate documentation obtained
- Manage cash flow
- Monitor membership subscription income (in conjunction with section representatives and General Manager)
- Monitor commercial activity where relevant
- Manage the club investment portfolio where relevant

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Patron: His Highness Sheikh Mohammed Bin Rashid Al Maktoum

License No: SRL-SL-10-006



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Knowledge and Skills Required

The Treasurer should be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules, (and investment if relevant)
- Numerate
- Careful and confident with figures, cash and cheques
- A good record-keeper
- IT proficient and with the relevant accounting programs
- Aware and decisive

Estimated Time Commitment Required

- The estimated time commitment required as the section representative is 4 hours per week during the season (evenings primarily and tel cons) and 1-2 hours out of season.
- Each Treasurer is appointed for a period of 12 months by the AGM in general consultation with the members of the Club.

Succession Planning

- The Treasurer should ideally acquire skills to enable him/her to potentially succeed to the position of President when required.
- The Treasurer should be thinking of identifying a potential successor, introducing them to the key elements of the role and working with them to grow “ownership” of the Club by the members.

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