

## **Seeking a treasurer for the Five Oaths LRP Club**

We're looking for a volunteer to act as treasurer for our club. The Treasurer's job is to manage the club's finances in conjunction with the event team. The duties of this role are carried out off the field between events, but are vital to making events happen; if we don't have our money in order, we can't hire a field in the first place!

### **Requirements of the Role**

Like any position with responsibility for handling money, the treasurer is expected to be transparent and honest in their dealings as a representative of the club. You don't need to be an accountant, but having some experience in keeping financial records is helpful. You don't need to write plot, hear any spoilers or wear a hi vis jacket.

### **What does the Club Treasurer do?**

#### **Ensure accurate and up-to-date records of all club income and expenditure**

The treasurer is responsible for keeping an accurate historical record of transactions covering income such as event ticket sales and expenditure such as site fees and van rental.

#### **Ensure compliance with our tax obligations**

Part of this is maintaining our accounts as described above so that they can be inspected by the Revenue Commissioners on request, but as we're looking more into fundraising beyond event tickets, we'll need you to find out what we need to do to remain compliant and make sure we're doing it.

#### **Manage club bank account**

You'll be one of the signatories on our bank account and will occasionally be needed to manage transactions between the account and our paypal or external payees.

#### **Attend Event Team meetings where budget is relevant**

Our meetings primarily take place online. As you won't be involved in plot writing or rules, you can attend part of the meeting and leave once relevant decisions have been made. Frequency of meetings varies, but you should expect to attend at least one in the run up to each of the three events of the year, and one in September.

#### **Present an annual report on the club's finances**

This is presented at our meeting in September, and should summarise our income and expenditure over the year.

#### **In conjunction with Event Team, create and maintain the club's budget**

At the meeting in September, we put together an estimate of how much the club will need to run events over the next year and plan ticket pricing and other fundraising efforts. Because of fluctuation in costs, this usually needs to be reviewed multiple times during the event season.

### **If you're interested in applying for the role**

Email us at [info@fiveoaths.com](mailto:info@fiveoaths.com) with the subject line "Treasurer" and let us know about any relevant experience you have.