**LEAGUE TREASURER RETIREMENT**

Mdh Teamwear Leicestershire Youth League
Following notification by the League Treasurer that he will be retiring from the position at the conclusion of the Season 2017/18, The League is looking to appoint an Assistant Treasurer until the end of Season (2017/18) to then take over the League Treasurer’s duties from June 2018. The successful candidate should preferably not have an involvement with any current Member Club within the League.

**Key Tasks**

 League Accounts
League Fines – issuing and collection
Production of Audited Accounts
Budgeting
 Collection of Subscriptions/Club League Fees
 Collection of Player Transfer Fees
 Day-to-day bills and payments

 Collation and payment of Officer Expenses
 League Insurance
 Trophy Insurance

**Key Skills**

 Ability to produce basic accounts.
 Day-to-day management of budgets and finances.
 Computer literate regarding Excel

 Ability to use online banking

This is a voluntary position and carries no remuneration but incidental expenses will be paid.

Applications to:
The General Secretary, Mdh Teamwear Leicestershire Youth League
Email – lyl.generalsec@hotmail.com
All applications will be treated with confidence.
Application closing Date 28th February 2018.