

South West Women's Football League

Person Specification

LEAGUE TREASURER



Title	South West Women's League – League Treasurer
Location	Home Based
Responsible to	League Chairperson and SWWFL Committee plus liaison with the Football Association and County FA's across the South West (Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire)
Purpose of post	The South West Women's League is a Regional Women's Football League operating at Tier 5 of the new Women's Football Pyramid structure.
Start date	ASAP
Rate of Pay	This is a volunteer post. All reasonable expenses will be covered.

Key Tasks	<ul style="list-style-type: none">• League Accounts• League Fines – issuing and collection• Production of Audited Accounts• Budgeting• Collection of Subscriptions/Club League Fees• Collection of Player Registration Fees• Day-to-day bills and payments• Collation and payment of Officer expenses• League Insurance• Trophy Insurance
Key Skills	<ul style="list-style-type: none">• Ability to produce basic accounts.• Day-to-day management of budgets and finances.• Computer literate regarding Excel
Key Relationships	<ul style="list-style-type: none">• Secretary• Auditor
Role Sharing	<ul style="list-style-type: none">• Fines officer for collection and recording of day-to-day fines

If you are interested in this position, please send a covering letter detailing why you would like to volunteer in this role to Janette Farrell (SWWFL Chairperson) farrelljanette@outlook.com - **Closing Date: Wednesday 15th August 2018**