



# Winnersh Rangers FC Subscription Secretary

## Purpose of the Role

Maintain an accurate record of all children who are members of the club and ensure that all subscriptions are collected promptly.

This role is responsible to the committee and specifically the club's Treasurer and is assisted by team managers.

## Roles & Responsibilities

- Define and communicate the club's Subscription Policy and procedures and protocols
- Maintain a current list of all children who are members of the club (information should comply with Data Protection & FA guidelines)
- Liaise with managers regarding those families with special financial circumstances
- Liaise with the committee over subscriptions payable and assist in the timely collection of subscriptions as early in the season as possible to maximise interest earned by the club
- Issue subscription letters and membership forms in line with the defined subscription policy
- Receive cheque and cash payments on behalf of the club and bank them accordingly. Keep accurate records of funds banked and cross reference to individuals
- Liaise with Treasurer to ensure the smooth operation of the system and that the club's accounts are aligned with respect to subscription payments.
- Prepare subscription status and income reports for presentation at committee meetings
- Agree in advance with the committee as to those who are entitled to have subscriptions offset against expenses
- Research subscriptions charged by other clubs in the area and report to the committee;
- Participate in the financial planning of the club
- Become familiar with the Treasurer's role and provide support as necessary
- Ensure that any computer records are regularly backed up
- Participate as required in any audit commissioned by the club.

## Skills and experience

- Knowledge of MS Excel, Word and email are a prerequisite;
- Some basic accounting knowledge;
- Good communication skills, both written and oral;
- Good record keeping.