



# SUOMEN RUGBYLIITTO FINNISH RUGBY FEDERATION

Member of World Rugby  
Member of Rugby Europe  
Member of Finnish Olympic Committee (NOC)

## JOB DESCRIPTION – SRL TREASURER

<b>Job title:</b>	SRL Treasurer
<b>Reports to:</b>	Chairman of SRL Board
<b>Relationships:</b>	SRL Board, Club Chairs, Club Treasurer, NT Team Managers, SRL Sales Manager, SRL Technical Director

**Nature and scope:** The Treasurer is the chief financial management officer for Suomen Rugbyliitto ry.

### PRINCIPAL RESPONSIBILITIES

1. Take care of day to day financial matters
2. Ensure all invoices to stakeholders and companies are paid in good time and VAT reports are submitted in due course.
3. Prepare the budget for the forthcoming year according to relevant guidelines of budgeting standards. Notifying the various entities to submit their departments budgets in good time to collate the complete SRL budget.
4. Monitor the budget per agreed parameters with the Board. As such, liaise with the respective Team Managers to ensure Budgets are not exceeded.
5. Ensure Holvi is current and the workings of Holvi are understood.
6. Each sub account from Holvi has the necessary income and expense budgets.
7. Ensure that all monies in and out of Holvi bear the relevant data and if an outgoing payment, the relevant receipt as well as the correct VAT %.
8. Provide the accountant with all necessary account statements each month and confer with him to arrange the end of year reports.
9. Arrange the review of the accounts with those stipulated at the Spring Meeting.
10. Give the Treasurer's report at all board meetings, Spring and Autumn meeting and any other meetings as directed by the Board. Board meeting report to include current finances in each Holvi account and their expected incomes and expenses.



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11. Ensure those with access to Holvi sub accounts are creating invoices in good time and following up on late payments

### ACCOUNTABILITIES

Ensure all financial expenditure is according to the development goals and directives of the Suomen Rugbyliitto ry.

#### Position Specifications:

##### Education:

Post-secondary diploma or degree in Accounting, Finance, Commerce or a related discipline.

##### Experience:

3 years administrative / financial experience in an association environment

##### Knowledge and Skills:

Sound understanding of Budgeting and financial reporting  
Good understanding of VAT reporting and Finnish VAT law  
Sound understanding of Rugby Development Goals in Finland  
Ability to provide feedback to the Board  
Solid organizational skills  
Familiarity with team environment and dynamics  
Enjoy working in a team environment  
Strategic planning  
Dispute resolution  
Computer aptitude  
Strong writing  
Excellent communication skills

**Suomen Rugbyliitto ry** offers a professional work environment.

This is a volunteer position.

Please note that where the Federation requires you to travel, most expenses will be paid on the submission of receipts.