



Heaton Moor Golf Club Limited

FINANCE DIRECTOR ROLES AND RESPONSIBILITIES

Key Purpose

The Finance Director will be accountable to the Board for all matters relating to the financial control and management of the Club ensuring that it is managed in accordance with sound accounting practices.

The Finance Director will attend and play an active and constructive role in Board Meetings and Club General meetings. They must be familiar with and comply with the Memorandum and Articles of Association and Bye Laws of the Club at all times.

Specific Responsibilities

Produce a cash flow and other revenue and expenditure forecasts for inclusion in the 3-year Business Improvement Plan

Agree annual budgets including membership subscriptions rates, in conjunction with other Directors, and have these approved by the Board;

Agree annual cost reduction and revenue growth targets, in conjunction with other Directors, and have these approved by the Board;

Ensure systems are in place to track expenditure against budgets and provide quarterly reports to the Board (June, September, December & March.);

Ensure systems are in place to track income against forecasts and provide quarterly reports to the Board (June, September, December & March.);

Set spending authority levels and have internal financial control systems in place and ensure these are complied with;

Ensure all necessary financial records are kept and that all financial returns are completed accurately and on time e.g. VAT;

Ensure all staff salaries and wages, including any overtime payments, PAYE, national insurance and pension contributions are paid accurately and on time;

Ensure all supplier payments are made accurately and on time;

Ensure all supplier contracts are reviewed at least once every two years to ensure the Club is receiving best value for money;

Responsible for the management and control of the Club bank accounts and Signatory of the Club bank account(s);

In conjunction with the Clubhouse Director, and Brewery Representative review and set bar prices annually;

Oversee the bar stocktaker's monthly report and take action if necessary;

Ensure all Limited Company information is provided to Companies House accurately and on time;

Ensure audited financial accounts are available for the Annual General Meeting;

Agree with Clubhouse Director the maximum amount of cash to be held on the premises and ensure surplus cash is banked regularly;

Ensure the Club has adequate insurance cover in place at all times;

Build positive relationships with the Membership and encourage constructive feedback;

Help generate a positive and supportive working environment for staff and encourage open and honest communication.