

Honorary Treasurer – Kent County Rugby Football Union

Following the resignation of our current Honorary Treasurer, Ben Ashby, due to increasing business responsibilities and postgraduate study commitments, Kent County Rugby Football Union is seeking a new Honorary Treasurer to join its Executive Committee.

Ben has provided valuable support to Kent Rugby during his time as Treasurer, and we are grateful for his contribution to the County.

This is an important voluntary role within Kent Rugby, helping to ensure that the County continues to manage its finances responsibly and sustainably while supporting rugby across Kent.

The new Treasurer will work closely with the County's Office Manager and Assistant Treasurer, who undertakes much of the day-to-day financial administration.

The Role

The Honorary Treasurer will:

- Provide financial oversight and advice to the County Executive.
- Work with the Office Manager and Assistant Treasurer in the preparation and monitoring of the annual budget.
- Review the County's financial position and provide regular financial updates to the Executive, highlighting any areas requiring attention.
- Oversee the preparation of the annual accounts and liaise with the County's external accountant.
- Ensure appropriate financial controls, policies and procedures are in place.
- To oversee the management of the County's reserves, work with the County's investment manager, and make recommendations to the Executive on the allocation of funds in accordance with the County's agreed investment strategy and risk appetite.
- Ensure the County meets its financial governance and reporting responsibilities.
- Oversee the County's responsibilities under **RFU Regulation 5**, including the monitoring of affiliated clubs' accounts and financial stability and identifying any areas of concern where a club may be at risk of or in financial stress.
- Share responsibility with the Office Manager and Assistant Treasurer for the timely payment of the County's bills and other authorised expenditure.
- Present the annual accounts and financial position to members as required – typically, at the AGMs.
- Provide financial advice to support Executive decision-making and longer-term strategic planning.
- Work collaboratively with the Chair, Office Manager and Assistant Treasurer and other members of the Executive.

Day-to-Day Financial Administration

The Office Manager and Assistant Treasurer undertakes much of the day-to-day financial administration of Kent Rugby. This includes maintaining the accounting records in QuickBooks, processing and monitoring income and expenditure, raising invoices, budget monitoring and administering RFU and other funding.

The Treasurer and Assistant Treasurer share responsibility for making payments and work closely together on the County's finances.

The Honorary Treasurer has overall responsibility and financial oversight, providing scrutiny, guidance and support while ensuring that appropriate financial controls and governance are maintained.

Who Are We Looking For?

We are looking for someone who:

- Has a good understanding of financial management and accounting.
- Is comfortable reviewing budgets, management information and annual accounts.
- Can explain financial information clearly to colleagues who may not have a financial background.
- Has good judgement and is able to provide constructive challenge when required.
- Understands the importance of good governance and financial controls.
- Is comfortable working collaboratively as part of a voluntary Executive team.

A professional accountancy qualification would be welcomed but is not necessarily essential where an individual has appropriate and proven financial experience.

Knowledge of rugby or the voluntary sports sector would be helpful, although an enthusiasm for supporting community rugby in Kent is more important.

Commitment

The Honorary Treasurer is a member of the Kent County RFU Executive and will be expected to attend Executive meetings and relevant General Meetings of the County.

Much of the role can be undertaken remotely, with regular communication with the Office Manager and Assistant Treasurer and other members of the Executive.

Interested?

If you would like an informal conversation about the role or would like further information, please contact **Nigel Fray, Kent County RFU Honsec** (honsec@kent-rugby.org)

Expressions of interest should be received **by end of October 2026**