

Finance & Membership



Financial security and stability, policies and procedures to ensure compliance and appropriate governance

What you might be doing

- Maintaining the financial records of the club, financial statements
- Bid/ grant writing
- Financial modelling
- Liaising with key partners/ stakeholders on agreements
- Examination of the charitable accounts
- Chasing late payments/ reconciling race receipts to entries/kit
- Negotiating supplier contracts e.g insurance, grants, GWC
- Employee contracts and payroll
- Point of contact for members and helping them navigate the membership system
- Maintaining boat racking wait list and allocation, shed keys & fobs
- Secretariat, Charity Commission returns

Commitment/time

- On going time commitment for being a positive role model, point of contact
- Finance working group meetings (bi-monthly)
- Depending on role 0.5 - 2hr a week – may peak and trough over year
- Much can be done from home

Skills, experience or qualities required

- Experience in finance, law, pension or HR always useful
- Personable and good customer service skills
- Knowledge of membership systems, online banking, PayPal, Direct Debit, GDPR, IT Support useful
- Confident with spreadsheets
- Administrative skills
- Good knowledge of the club and its members
- Charity financial regulations
- Strategic vision
- Discretion
- Time management

Contact: Dave Halliwell (Treasurer) or Calum Shaw (Membership Secretary)

Treasurer@weykayak.co.uk

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