

# SHEPPEY UNITED FOOTBALL CLUB



**A CLUB BUILT FROM THE COMMUNITY, FOR THE COMMUNITY**

## JOB DESCRIPTION

<b>JOB TITLE</b>	Youth Treasurer
<b>LOCATION</b>	Hybrid Working
<b>TERMS</b>	Part-Time
<b>PAY RATE</b>	To Be Discussed

Sheppey United Ltd. are delighted to announce an opportunity as Sheppey United football club's new Youth Treasurer. This role will be paid and will report into the club's Head of Youth Football and will work closely with the club's Chairman and Treasurer.

## **RESPONSIBILITIES**

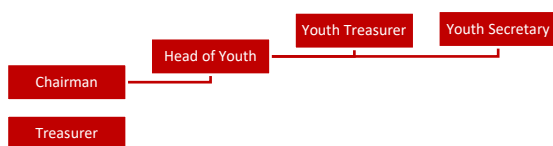
Duties will include:

- Managing all payments in relation to the youth section, including the monitoring of any e-mails which relate to payments. This will include, but will not be limited to, managing monthly and annual subscriptions, organising payment for any invoices, managing payments for Sheppey United youth tournaments, paying fines.
- Ensure that appropriate payments are made using the system provide, for the Sheppey United FC academy and soccer schools.
- Work alongside the Sheppey United FC's Treasurer and Commercial Manager to govern youth sponsorship packages.
- Facilitating the club's ethos as part of the youth committee and work as a team to continuously improve the structure within the Sheppey United FC youth section.
- Work with the youth committee to enhance the current set up and continue to grow the youth section in terms of the number of teams and players.
- To work alongside the youth committee to again grow and support all club and youth progress both on and off the pitch.

## **CANDIDATE REQUIREMENTS**

The successful candidate will have strong organisational skills and will be capable of keeping records up to date, as well as being capable of handling money and being confident with numbers. They will also require an understanding of accountancy software, be happy to work as part of a team. This role is f vital importance to ensuring the club's growth.

## **ORGANISATIONAL STRUCTURE**



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## CONTACT US

If you are interested in applying for this role, please provide your CV and a covering letter, along with your current DBS (if you have one) and any coaching qualifications, to [chairman@sheppeyunitedfc.co.uk](mailto:chairman@sheppeyunitedfc.co.uk).