



**MIDDLESEX
RUGBY**

Bringing people together
to enjoy rugby.



Middlesex County Rugby Football Union

County Administration Officer – Role Description

Reports to: MCRFU Secretary

Function: This paid role is to perform an administrative service in support of the County Secretariat

General Duties: These include, but are not limited to, the following requirements:

- To be the first point of contact dealing with email or telephone enquiries from Clubs/Individuals or forwarding enquiries as appropriate,
- To maintain the key County databases for both the County and Club details etc,
- To access the RFU game Management System (GMS) to ensure the County has an accurate set of contact details,
- To distribute Management Board minutes, the County Newsletter various RFU updates and other miscellaneous communications,
- To draft and distribute emails regarding other information to Clubs and members:
- To be the main point of contact for Past Presidents, Life Vice Presidents and Vice Presidents,
- To work closely with the Secretary and Assistant Secretary to discharge the County's administrative and governance obligations, including preparations for the Annual General Meeting,
- To attend the County's Twyford Avenue Portakabin on an ad hoc basis to deal with any postal mail and to look after Middlesex stock of balls, medals (including Presidents' medals) and County ties and County insignia etc.

Middlesex Membership

- To maintain a spreadsheet of Club Membership (both RFU voting members and non-voting members). This also includes coordinating annual County clubs' subscriptions (see below),
- To provide administrative support to the annual County Dinner,
- To provide administrative support to the annual Volunteers Awards evening.

Representative Rugby

To work closely with the Chair of Representative Playing and the Director of Youth Rugby,

- To produce and maintain Google forms for County nominations covering all age groups,
 - To assist the Chair of Playing to manage County playing kit, the production of match programmes and booking venues etc. for representative games and training,
 - To act as a contact point for parents and players,
 - To liaise with the London Referees Society for the provision of match officials as required.
-

County links

- To liaise with volunteers providing support to Discipline, Middlesex Sevens, Middlesex Schools and rugby development competitions,
- As a member of International Ticket Team, work closely with volunteer(s) responsible for International Tickets including updating spreadsheets and providing data.

County Suppliers

- To be responsible for ordering and maintaining a stock of County Shields (currently supplied by Beulah);
- To be responsible for ordering County playing kit and equipment (currently Tacklebag) and monitoring use of commission received from Tacklebag in purchases made.

Accounts Administration

- Working with the County Discipline Secretary to maintain a schedule of 'Discipline Hearing' invoices including hard-copy records of payments etc.
- To prepare invoices for distribution to Members for annual club subscriptions.
- To manage the credit control of receipts covering Discipline Hearings, International tickets, Middlesex Sevens, the County dinner and any other similar requirements.
- To liaise with the Middlesex Schools Committee to ensure payments made on their behalf are reimbursed on a timely basis.

Payroll

- To prepare monthly timesheets of hours worked to be approved by County Secretary. (The actual payroll, including pension contributions is currently operated by Sproull & Company).

Bookkeeping

Working closely with the County Treasurer:

- To ensure the recording of income, receipts, invoices and payments is carried out on a timely basis in the Sage accounting software or any other databases as appropriate.
- To ensure that Invoices received by email or hard copy are forwarded for authorisation to relevant budget holders.
- To prepare a weekly payments schedule of authorised invoices for the County Treasurer to carry out the weekly payments run using Lloyds bank. (The Administration Officer has read only access to the County's bank accounts).
- To ensure payments summaries together with documentation and hard copy invoices etc. are filed in date order on a timely basis
-
- To ensure receipts summaries, together with documentation/remittance advices, are filed in date order on a timely basis.
- To reconcile the County's Bank accounts on a regular basis.
- To prepare the quarterly VAT returns on a timely basis for completion and submission to HMRC by the County Treasurer.
- To assist the County Treasurer with the annual audit of the County's financial statements by liaising as necessary with the auditors and by providing the underlying require accounting information.
- To assist the County Treasurer with any other administrative duties.

Experience, Knowledge, Skills and competencies required and / or desirable:

- Empathy with the sport of rugby and its values.
- Good people and communication skills.
- Well organized, diligent record-keeper and administrator.
- Numerate, IT literate, careful and confident with figures.
- Book-keeping, accounting and PAYE/NIC knowledge including use of Sage Accounting software.
- Knowledgeable about VAT returns and rules.