



JOB DESCRIPTION

Title: Business Manager		Reports to: Executive Committee
Job Description	Key Tasks	Additional Remarks
<p>Commercial</p> <ol style="list-style-type: none"> To devise, manage and review a commercial strategy that continues to move the club forward. To attract sponsorship for the club. To review all commercial aspects of the club and propose any changes to the Executive Committee. To manage all aspects of club kit and equipment <p>Facilities</p> <ol style="list-style-type: none"> Manage the resources of the club to ensure facilities are safe, secure and ready for use. Manage the performance of club staff ensuring clear objectives, communication and reporting lines. Recruit new staff in line with requirements. Agree a budget with the Executive Committee and review performance against plan at monthly meetings. Control spend and identify opportunities to reduce cost 	<ol style="list-style-type: none"> Write a business strategy that evolves each season. Write a site budget to be agreed with the Executive Committee including any proposed project spend. Provide a monthly review including a forecast of future expenditure. Review current practice and present proposals for improvement. Work closely with the Treasurer and Chairman to ensure the overall strategy and financial performance of the club is maintained. Work with the club 5 year development plan. Provide a written report to the Executive Committee one week before each meeting. 	<ol style="list-style-type: none"> Accounting software is required to ensure real-time cost control and spend analysis. Minimum of 3-year financial plan is required to ensure all major costs can be accommodated within the operating performance of the business.
<p>Scope : Manage the club's resources to deliver a business strategy that consistently improves the club.</p>		
<p>Date : September 2024</p>		