

Appendix 3 (e)



Affiliated Club

JOB DESCRIPTION: TREASURER

JOB TITLE: Treasurer

PURPOSE: Responsible for financial accounting of Club by ensuring accounts and records exist and all funds are used appropriately

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

REQUIRED:

- Numeracy and Book-keeping skills and the ability to manage club finances on spread sheets.
- Tact, Discretion, reliable and honest
- Good organisational skills
- IT skills and a knowledge of banking systems such as direct debits.

MAIN DUTIES

1. To prepare and deliver monthly reports at committee meetings.
2. To bank cash payments made to Club.
3. Monitor subscription payment and liaise with coach regarding swimming leavers.
4. Monitor accounts by using online banking.
5. Book and arrange payment of all pool time.
6. Signatory and administrator of Club bank account
7. Ensure all Swim England subscriptions are paid when due.
8. To plan floats for volunteers who need to pay out and collect cash i.e., door fee at galas.
9. To prepare end of year accounts and present to auditor/checker management committee and to and AGM
10. In partnership with Chairperson and Head Coach prepare budget plan and deliver at AGM for approval of Club voting members

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____