

JOB DESCRIPTION

Club Treasurer

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will oversee all income and expenditure for the club.

- Must be enthusiastic and have a financial background and good knowledge of managing and producing accounts.
- You will have a knowledge of using and producing accounting spreadsheets or other accounting systems.
- You will be reliable and honest.
- You will have a knowledge of various banking systems such as direct debit.
- Be responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
- Plan the annual budget in agreement with the club committee and to monitor throughout the year.
- Prepare end-of-year accounts and present to the auditor, management committee and AGM.

Level of commitment required

Attendance at club meetings, and ongoing budget and financial responsibilities.

What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers.

What will you gain from the experience?

This is an integral, detail-orientated role which will reflect on the success and impact on the club. As well as your ability to contribute to the management and governance of the club, it is an opportunity to take on a new challenge and facilitate the growth and development the clubs finances.