

Role Descriptor

Treasurer

PURPOSE

Ensure that the Club's finances are organised and managed effectively.

MAIN FUNCTIONS AND DUTIES

- Responsible for Club finances.
- Deal efficiently and effectively with all invoices, income and expenditure.
- Keep up-to-date records of all financial transactions.
- Ensure that funds are spent properly.
- Record all monies received.
- Attend committee meetings and present the budget report.
- Prepare the end of year accounts to present to the accountant/auditor for each financial year ending 31 January.
- Plan an annual budget, to be made available at the AGM.
- Monitor the budget throughout the year.
- Liaise with members on outstanding payments.
- Regular reconciliation of training attendance with payments.
- Liaise with Membership Secretary regarding new memberships and training fee adjustments.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Be computer literate
- Reliable and trustworthy
- Ability to keep clear records
- Confident when dealing with figures and money

REQUIREMENTS

- Be a member of Scottish Swimming
- Financial experience and/or willingness to learn
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TIME COMMITMENT

Approximately 6-8 hours per month