

Role Descriptor – Treasurer

Purpose

Ensure that the Clubs finances are organised and managed effectively.

Main Functions and Duties

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all monies received
- Attend Committee Meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and AGM
- Plan the annual budget in agreement with the Committee
- Monitor the budget throughout the year

Skills / Attributes

- Good organisation and communication skills
- Reliable & trustworthy
- Ability to keep records
- Confident when dealing with figures and money
- Maintain confidentiality
- Motivator and problem solver
- Patience

Requirements

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

Time Commitment

- Can vary dependant on size and nature of club, and events attended.

NB: This is not an exhaustive list and can be adapted by the club.