



Kettering Amateur Swimming Club relies on volunteers for the smooth and effective running of the Club on behalf of its 240 members. We are governed by committee, led by our Chair who is supported by a volunteer structure. Our volunteers also have access to as much support from Swim England as required (formerly the Amateur Swimming Association). There are a number of ways you can support the club by volunteering some of your time. We are currently looking for volunteers to fill the following:

Assistant Treasurer

Introduction

Kettering Amateur Swimming Club is looking for an Assistant Treasurer to support the Treasurer in managing the club's accounts and finances, as well as assisting with overseeing income and expenditure for the club.

Who we are looking for?

- You will be enthusiastic with a good knowledge of Microsoft Excel.
- You will be reliable and honest.
- You will have a knowledge of various banking systems such as direct debit and online banking.

What is expected from you?

- To assist with club finances by ensuring adequate records are maintained, and that all funds are used appropriately and banked promptly.
- To collect and bank Petty Cash weekly.
- To assist with maintaining records.
- To be in regular communication with the Treasurer with regards accounting records

Level of commitment required

This will include joining the committee, attendance at club meetings, and ongoing budget and financial responsibilities.

What support can you expect from the Club?

- Support and Training from existing Committee members

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 for which the success and impact on the club will be determined by your own integrity and enthusiasm. 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 Club's finances.