



## **TREASURER Role Descriptor**

### **PURPOSE**

Govern all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Financial Governance**

- Oversee and present budgets, accounts and financial statements to the management committee
- Ensure that appropriate financial systems, record-keeping and controls are in place
- Ensure compliance with relevant legislation

#### **2. Banking, book-keeping and record keeping**

- Manage bank accounts
- Set up appropriate systems for book-keeping, payments, lodgements & petty cash
- Set appropriate policies for payment of expense claims by members
- Ensure everyone handling money keeps proper records and documentation
- Overall responsibility for TeamUnify system operation on behalf of the club

#### **3. Billing and Payments**

- Manage all aspects of fee income billing (i.e. membership, training, meets and merchandise) and collection for the Club including the P&K Performance Squad
- Manage all aspects of payments (i.e. membership, pool hire, meets and other bills)

#### **4. Financial reporting**

- Present reports on the Club's financial position at committee meetings
- Prepare accounts for independent examination/audit and liaising with the examiner
- Present accounts at the AGM
- Advise on the organisation's reserves and investment policies

#### **5. Financial planning and budgeting**

- Prepare and present annual budgets for the Club (incl. P&K Performance Squad)
- Prepare and set fees structure for the Club (incl. P&K Performance Squad)
- Present revised financial forecasts based on actual spend
- Advise on the Club's fundraising strategy
- Advise on financial implications of strategic and operational plans

#### **6. Communication and correspondence**

- Be the first point of contact for all financial enquiries
- Liaise with financial counterparts at Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships

#### **7. Constitution, Bye-Laws and Regulations**

- Abide by and promote all club policies



## **PERTH CITY SWIM CLUB**

- Ensure use of funds complies with any conditions set by the funding bodies as required
- Ensure all financial aspects comply with relevant legislation and is bound by effective financial systems and controls

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Able to maintain confidentiality
- Ability to keep records
- Good communication and interpersonal skills
- Confident when dealing with figures and money
- Be computer literate

### **REQUIREMENTS**

- Financial control and budgeting experience
- Ideally have a financial qualification or relevant experience
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

### **TRAINING AND SUPPORT**

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)
- As required from TeamUnify Account Manager