



Patrons: Sharron Davies MBE, Stephanie Millward MBE

Club Treasurer

Role
To be responsible for producing and managing the club's accounts and finances reporting to the Chairperson. You will have responsibility for all income and expenditure.

- Skills**
- Some financial background and knowledge of managing or producing accounts
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
 - Enthusiastic with the ability to learn about the club and its financial position

- Main Duties**
- Responsible for all club finances through ensuring adequate accounts records exist
 - Monitor the budget throughout the year
 - To present a monthly report including budget against actual income/outgoings to help track finances
 - Issue receipts and keep records of all monies received
 - Plan the annual budget in agreement with the Club committee and monitor throughout the year
 - Ensure that funds are used appropriately
 - To maintain up to date records of all transactions and record income and expenditure
 - To prepare end of year accounts and present to the auditor, Club committee and AGM
 - To provide information regarding the club annual budget and four year forecast for SWIM21 accreditation

- Commitment**
- Ongoing commitment to manage club accounts
 - Attendance at club and network committee meetings

Benefits to Self
Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.

- Training requirements**
- Current Safeguarding and Protecting Children certificate (prepared to attend the next course if not held).