Club Treasurer

Introduction

The Treasurer of the Club is responsible for producing and managing the Club’s accounts and finances and will oversee all income and expenditure for the Club and report to the Club Chairperson.

Skills and ability needed

* You will be enthusiastic with a good knowledge of managing finances.
* You will have a financial background and good knowledge of managing and producing accounts.
* You will have a knowledge of using and producing accounting spreadsheets or other accounting systems.
* You will be reliable and honest.
* You will have a knowledge of various banking systems such as direct debit.

Main areas of responsibility

* To be responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
* To plan the annual budget in agreement with the Club Management Committee and to monitor throughout the year.
* To prepare end-of-year accounts and present them to the independent examiner, Management Committee and AGM.
* To present a monthly report including budget against actual income/outgoings to help track finances.
* Issue receipts and keep records of all monies received.
* To maintain up-to-date records of all transactions and record income and expenditure.
* To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
* To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.

Required Commitment

Ongoing commitment to manage club accounts, attendance at club Management Committee meetings and ongoing budget and financial responsibilities.

Available support

* Access to resources and guidance via the ‘Club Hub’.
* Direct contact with and support from the Swim England Club Development Officers

Benefits for you!

This is an integral, detail-orientated role whose contribution to ensuring a well-managed club will provide an opportunity to make a real difference, the success and impact of the role 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 Clubs finances.

Training requirement

* Current Safeguarding and Protecting Children certificate.