

BICESTER BLUE FINS

JOB DESCRIPTION

ASSISTANT TREASURER

Skill Required:

- 1) Well organised
- 2) Able to use Sage Instant
- 3) Honest

Duties:

- 1) Book-keeping for Lessons, Masters, Mini fins & squads
- 2) Liaise with Membership Secretary to keep an accurate list of all swimmers. Especially around squad movements, new swimmers and leavers.
- 3) Enter an invoice for each month or term.
- 4) Enter receipts from bank statements provided by treasurer.
- 5) Enter ASA/BBF Membership payments annually.
- 6) Liaise with the Membership Secretary/Lesson Co-ordinator to chase any unpaid fees.
- 7) Pay in any cheques & cash at HSBC bank – making an itemised list of these for use by the treasurer.