

Bicester Blue Fins

Job Description

Treasurer

Skills Required

- Well organised
- Able to keep records
- Honest
- Confident when handling money and cheques

Main Duties

- 1) Keep an accurate database of swimmers name, address, DOB and squads.
- 2) Collecting subscriptions quarterly and all money due to the organisation.
- 3) Paying the bills and recording information.
- 4) Keeping up to date records of all financial transactions.
- 5) Issuing receipts for money received and ensuring that all cash and cheques are deposited promptly in the bank or building society.
- 6) Reporting regularly on the financial position to the Committee.
- 7) Prepare a year-end statement of accounts to present to the auditors.
- 8) Provide an annual budget and monitor it throughout the year.
- 9) Prepare and present a report at the Annual General Meeting of activities throughout the year.
- 10) To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

