



## **TREASURER Role Descriptor**

### **PURPOSE**

Ensure that the Club's finances are organised and managed effectively.

### **MAIN FUNCTIONS AND DUTIES**

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all monies received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and AGM
- Plan the annual budget in agreement with the committee plan
- Monitor the budget throughout the year

### **SKILLS / ATTRIBUTES**

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

### **REQUIREMENTS**

- Financial experience
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training
- Be a member of the Club Committee

### **TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

Time commitment is variable and will be discussed upon appointment.