



TREASURER CLUB ROLE DESCRIPTOR

PURPOSE

Ensure that the Clubs 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.
- Liaise with the Team Manager, Meet Entry Secretaries and Kit Manager as appropriate and required.
- Liaise with Coaching Team, Aberdeen Sports Village, University of Aberdeen, Scottish Swimming and member clubs regularly and as required.
- Other duties as required.

SKILLS / ATTRIBUTES

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

REQUIREMENTS

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

TRAINING AND SUPPORT

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on matters arising and events attending.