

Workshop Dolphins Swimming Club

Job Description

JOB TITLE: Treasurer

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Enthusiasm
- Good knowledge of club
- Knowledge of using and producing accounting systems
- Reliable and honest

Main Duties:

1. Responsible for all club finances ensuring adequate accounts and records
2. Issue receipts and keep records of all monies received
3. Plan the annual budget in agreement with the club committee and monitor throughout the year
4. Ensure all funds are used appropriately
5. Ensure prompt banking of funding
6. Maintain up to date records of all transactions and records of income and expenditure
7. Prepare end of year accounts and present to the auditor ,management committee and AGM
8. To follow and promote the ASA Child Protection Policy

Time commitment: As is necessary to fulfil the role. Will include attendance at club meetings, and ongoing budget and financial responsibilities

Signatures: Officer_____ Date:_____

Chairperson_____ Date:_____