

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: CLUB TREASURER

JOB TITLE: **TREASURER**

RESPONSIBLE TO: **Executive Committee**

Role

To produce and manage club accounts and monitor finances

Skills

- Some financial background and knowledge of producing accounts desirable
 - Knowledge of using and working with spreadsheets or other account systems
 - Reliable and honest
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Main Duties

- Responsible for all club finances
 - Monitor the budget throughout the year
 - Plan the annual budget in agreement with the management committee
 - Keep up to date bookkeeping records of all cash receipts and expenditure
 - Ensure accurate bank account reconciliations
 - Ensure bank accounts are operated to the maximum benefit of the club
 - Ensure that funds are used appropriately
 - Ensure that all invoices are checked and paid in good time
 - Ensure that all annual membership fees are paid, advising late payers at 15th March
 - Prepare end of year accounts and present to the auditor and management committee
 - Present end of year accounts to the Club Annual General Meeting.
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Time Commitment: 4 hours plus per week approximately

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____