

# 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

### **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 15<sup>th</sup> 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.

**Time Commitment:**       4 hours plus per week approximately

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_