**TREASURER**

**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

**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 and Protection in Sport Workshop (renewable every 3 years)

**TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.