

Job Description

Job title: Treasurer

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1. Maintain clear and accurate records.
2. Maintain and monitor the clubs bank accounts.
3. Responsible for payments to external agencies in relation to club activities.
4. Make regular reports at Executive Committee meetings of the Club as to both the current financial position and future financial forecasts of the Club.
5. Make recommendations to the committee concerning the Club's financial position.
6. Prepare and present an annual budget plus arrange for the annual accounts of the Club to be examined by an independent examining accountant in accordance with the Clubs constitution.
7. Liaise with the Trophy Secretary concerning valuation, insurance and damage to club trophies.
8. Liaise with the Registration Secretary to ensure ASA Registrations are paid.
9. Liaise with the Competition Secretary to ensure all competition fee's are paid (ie bus hire, league fees, pool bookings)
10. Liaise with various Sub Teams (ie Social / Fundraising) to ensure funding & spending is controlled and does not exceed the teams remit.
11. Be a signatory of the Club's bank account.
12. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational, communication and administration skills. Ideally qualified or have extensive experience in accountancy / book keeping. The ideal applicant will fully understand and respect the confidentiality of the information they will have access to and be accountable of.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.