



Congleton Amateur Swimming Club

Treasurer Role Description

Role Objectives:

The role of the club Treasurer is to be responsible for producing and managing the club's accounts and finances. The role includes being responsible for all income and expenditure for the club.

Person Specification:

- Enthusiastic with a good knowledge of the club and its financial position
- Financial background and knowledge of managing and producing accounts
- Knowledge of accounting systems
- Reliable and honest.

Duties and Responsibilities:

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club management committee and monitor through the year
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the management committee and AGM.

Role Details:

- This is a voluntary role.

Times, days and location:

- As required by the club

Responsible to:

- The club Chair