

Warrington Swimming Club

Role Title: Treasurer

Responsible To: Chairman

Role Purpose:

- To exercise financial control over all aspects of the affairs of the Warrington Swimming Club and to provide a financial statement to the Management Committee as required.
- To be responsible for producing and managing the accounts and finances of the club

Main Duties and Tasks:

- 1 Develop and maintain an appropriate system of budgetary control through close liaison with the Officers, the Management Committee and other budget holders.
- 2 To provide the necessary financial plans for specified future financial periods as and when required by the committee to meet agreed targets
- 3 To plan the annual budget in agreement with the club committee and monitor the performance against the budget throughout the year
- 4 To be responsible for the finances of the club through ensuring adequate accounts and records are in use.
- 5 To maintain up to date records of all financial transactions and records in accordance with constitutional requirements and in a manner specified by the committee
- 6 To prepare the end of year accounts and present to the independent external financial examiner, the management committee and the Annual General Meeting
- 7 Monitor the expenditure of all budget holders and provide regular financial statements to the Management Committee to enable them to manage the budget.
- 8 To ensure that all funds are used in support of the stated objectives of the club
- 9 To ensure the prompt banking of any funds
- 10 To issue receipts and keep records of all monies received

Required Skills:

- 1 Enthusiastic with a good knowledge of the club and its financial position
- 2 Financial background and knowledge of managing and producing accounts
- 3 Knowledge of using and producing accounting spreadsheets or other accounting systems
- 4 Knowledge of budgetary control and forecasting procedures.
- 5 Knowledge of financial regulations and guidelines.
- 6 Experience of managing and controlling an income and expenditure based accounting system as required.

Key Performance Indicators:

- 1 Attendance at Management Committee meetings unless prevented by exceptional circumstances.

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- 2 The effectiveness of the contribution to, and help in, the delivery of the committee plans, targets and standards that support the attainment of the objectives of the club.
- 3 The delivery of the necessary financial information to the club management as and when required to meet agreed performance targets
- 4 The delivery of information, advice and direction to the club management on options for improving performance in the acquisition and use of club funds and for addressing variances from the budget
- 5 To provide information for future income and expenditure requirements in support of agreed development plans
- 6 The delivery of the balance sheet and the financial reports to the club management and to the membership at the Annual General Meeting or other general meetings as required