



The Killerwhales Swim Club of Havering

Club Treasurer

Club Treasurer

1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

1. Rolls

To produce and manage club accounts and monitor finances.



The Killerwhales Swim Club of Havering

2. Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest

3. Main Duties

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

4. Commitment

Ongoing responsibility for club accounts.

5. Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Updated 25/Oct/2010