Treasurer

Reports to Executive, Committee and all members

They should be comfortable working with figures and keeping records, computer skills are useful as are communication skills.

• Responsible for the financial accounting of the Club including the payment of invoices

• Attend meetings and make regular reports as to the financial position and prospects of the club

• Act as the main signatory to the club’s account

• Responsible for arranging an annual examination of the Club’s Accounts with an independent examining Accountant/Auditor

• Preparation of an Annual Report at the Club’s AGM

• To follow and promote Swim England child protection policy