

Runnymede Swimming Club

Treasurer

(Accountable to Runnymede Swimming Club Committee)

Role:

To develop, produce and manage all of the Club financial systems.

Skills:

Ability to create and manage effective financial management systems.

Team Work

Good Communication

Problem Solving

Main Duties:

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Responsible for all Club budgeting processes
4. In partnership the Committee plan annual budget
5. Annually work with Club Membership Secretary when annual Swim England Membership fees are due
6. Prepare end of year accounts and present to Committee & auditor
7. Maintain qualifications as required
8. Attend Club meetings as required