



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Treasurer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To advise the officers and executive committee on the financial affairs of Sevenoaks Swimming Club
- Skills Required:**
 - effective record-keeping
 - effective financial forecasting
- Time Commitment:** 2 hours every two months for Committee meetings. Approximately 2 hours per week, increasing when reports are due eg: AGM

Key Tasks:

1. **Maintain bank accounts by:**
 - a. identifying, banking and recording details of monies received
 - b. paying and recording details of approved items of expenditure in a timely fashion
 - c. regularly reconciling bank statement(s) balances to corresponding balances in the books of account
 - d. transferring monies between current and investment accounts to maximise the return from invested funds
2. Maintain employee PAYE records in accordance with Inland Revenue requirements
3. Prepare annual Income and Corporation Tax returns for submission to the Inland Revenue
4. Prepare the annual Treasurer's report and Accounts, making arrangements for them to be audited ready for the Annual General Meeting
5. Prepare an annual budget and regularly monitor actual income and expenditure to determine variances from the budget
6. Maintain the appropriate insurances for the Club and its assets
7. Communicate closely with the Chairman on all matters of finance of the Club and report as required to the Committee on the management of the Club's funds and assets
8. Act on requests from the Committee in terms of finance
9. Promote Swim 21 accreditation
10. Ensure the Health and Safety of members at all times
11. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
12. Adhere to and promote the Club's rules, regulations and other policy statements
13. Undertake any other tasks appropriate to this level of responsibility

Signatures: Treasurer: Date:.....
 Chairman: Date:.....