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# GREENWICH BOROUGH MARINERS

## Swimming Club

(Affiliated to K.C.A.S.A. & London Region A.S.A.)

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### CLUB TREASURER

#### Role

To produce and manage club accounts and monitor finances

#### Skills

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

#### 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
- Responsible for pool hire and coordinate bookings in agreement with the Coaches and the Club's training programmes and any additional gala/course commitments

#### Commitment

Ongoing responsibility for club accounts