



Bethnal Green Sharks Swimming Club
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

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.
 - Good numeracy skills.
 - Reliable and honest.
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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 relevant personnel.
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Commitment

Ongoing responsibility for club accounts.
Meetings as and when required.

Benefits to Self

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