

JOB DESCRIPTION: TREASURER

JOB TITLE: Treasurer
ACCOUNTABLE TO: General Committee

RESPONSIBLE FOR: All financial procedures

RECOMMENDED QUALIFICATIONS
Certified Accountant

SKILLS REQUIRED:

- 1 Sound organisational skills.
- 2 Unbiased
- 3 Reliable
- 4 Ability to communicate with effectiveness.

MAIN DUTIES

- 1) Prepare income & expenditure accounts for all general committee meetings & annual general meeting.
- 2) Keep up to date records of all financial procedures.
- 3) Make financial forecasts for the club's future.
- 4) To follow & Promote the ASA Child Protection & Code of Ethics policies
- 5) To take overall responsibility for swim shop accounts.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____