



Nottingham Northern Swimming Club  
Beechdale Swimming Centre  
Beechdale Road  
Bilborough  
Nottingham  
NG8 3LL  
[www.northernsc.co.uk](http://www.northernsc.co.uk)

# JOB DESCRIPTION

## TREASURER

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**Responsible to:**

Nottingham Northern Swimming Club Management Committee

**Skills required:**

Enthusiastic with a good knowledge of the club and its financial position  
Financial background and knowledge of managing and producing accounts  
Knowledge of using and producing accounting spreadsheets or other accounting systems  
Reliable and honest

**Main Duties:**

To be responsible for all club finances through ensuring adequate accounts and records exist  
To issue receipts and keep records of all monies received  
To plan the annual budget in agreement with the club committee, and monitor throughout the year  
To ensure that all funds are used appropriately  
To ensure prompt banking of funding  
To maintain up to date records of all transactions and records of income and expenditure  
To prepare end of year accounts and present to the auditor and management committee and AGM.

**Signatures:**

Officer..... Date.....

Chairperson.....Date.....