

# North District Treasurer Job Descriptor

## Purpose

Ensure that the North District finances are organised and managed effectively.

## Person Specification

- Be or become a member of the SASA
- Good communication skills (verbal and written)
- Experience and knowledge of financial reporting methods
- Reliable and trustworthy
- Ability to keep records
- Confident when dealing with figures and money
- Good organisational skills

The following may be acquired after taking post:

- Understanding of North District and Scottish Swimming structures
- Understanding of North District and Scottish Swimming Governance and Regulations

## Main Duties

- Responsible for the North District finances
- Deal efficiently and effectively with all income including:
  - Entry fees for competitions, arrange payment of meet expenses and refunds, collect fines
  - Affiliation Fees and chase up late and non-payers
- Receive, check and arrange payment of any invoices and expense sheets throughout year
- Keep up to date records of all financial transactions
- Issue receipts and record all monies received
- Attend Executive Meetings, Management Meetings, North District Meetings and Annual General Meeting as required
- Prepare a Financial Report for North District Meetings
- Prepare the End of Year Accounts to present to the Auditors and AGM
- Prepare Fees & Fines for discussion at Executive Meeting
- Plan the Annual Budget in agreement with the Management Committee plan
- Monitor the Budget throughout the year
- Issue Affiliation Fee invoices
- Advise the North District Executive on financial matters

## Training & Support

- Attend training when available
- Support from North District Executive