

Treasurer Role Description

Responsible to:	The Essex Management Committee
Appointed by:	The Annual General Meeting
Term of Office:	One Year
Status:	Voluntary Post

The purpose of the roles is to provide financial leadership and direction to the Chairperson and committee. The duties of the Treasurer shall include, but not be limited to the tasks listed below. Where the Treasurer and committee agree, the responsibilities may be shared by others within the Management Committee, although overall accountability shall rest with the Treasurer.

Duties:

- Ensure that the highest standards of governance are followed and that the committee acts in accordance with its Constitution
- Create, maintain and regularly review a County Finance Policy
- Attend Committee meetings, Annual General Meetings and other sub-committees as required
- Ensure that the Management Committee receives appropriate financial information both to monitor the financial activities of the County and to make decisions
- To ensure that the financial activity of the County complies with its Constitution and Reports any concerns to the Management Committee
- Ensure that risks are appropriately identified and managed
- Monitor financial practices to ensure that these are in accordance with the County Finance Policy, reporting any concerns to the Committee
- Ensure that the funds of the County are appropriately managed and that safeguards are in place
- Oversee bank accounts and recommend changes to banking arrangements to the Management Committee
- Ensure that the Management Committee receives relevant financial information and respond to any issues raised by the Management committee and other sub-committees
- Ensure that there is a robust process within the governance arrangements to consider annual plans and budgets
- Ensure that the Management Committee develops County plans and budgets and monitors and evaluates these to maintain a sound financial platform at all times
- Oversee the arrangements for end of year accounts and the examination of accounts
- Be a point of contact for the external examiners
- Ensure that the Annual General Meeting receives appropriate financial reports

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England Essex club	Accountancy or similar qualification
Strong leadership skills and ability to motivate members of the County to form an effective and cohesive team	Commercial / business background
Previous experience of a financial role on a voluntary or employed basis	Experience of working with volunteers
Previous experience as a member of a committee or board of a voluntary organisation	An understanding of sports development and the competition structure
Experience of accounting and financial management	An understanding of Swim England governance and policies
Experience of establishing and working to strategic plans and objectives	
Comprehensive and current IT, literacy and numeracy skills	
Approachable and a good listener, able to communicate effectively and confidently	
Efficient and well organised and able to delegate	
Availability and willingness to attend meetings and deal with issues as and when required.	

Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December