



Swim England Cambridgeshire Treasurer

Key attributes for this position include but are not limited to;

- **Budgetary knowledge with proven track record in finance projects**
- **Good IT skills, especially in the use of Excel**

Summary of key note responsibilities for this role.

To produce and manage county accounts and monitor finances.

General Duties include but are not limited to:

- Monitor the budget throughout the year
- Be accountable for the association's budgets
- Issue receipts and keep records of all monies received
- Ensure regular bank reconciliations are completed
- Plan the annual budget in agreement with the executive committee
- Pay invoices in a timely manner and issue receipts as needed
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and executive Committee, together with a reporting the balance and significant transactions at each executive meeting
- To ensure that the Association complies with all relevant legal and constitutional requirements
- Recommend to the executive committee the fees for the forthcoming year (in June) to be adopted at the AGM in July