



DUNFERMLINE WATERPOLO CLUB

Secretary: Richie Metcalfe, 10 Plane Grove, Dunfermline KY11 8RA

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TREASURER Role Descriptor

PURPOSE

Ensure that the Clubs finances are organised and managed effectively.

MAIN FUNCTIONS AND DUTIES

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all monies received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and AGM
- Plan the annual budget in agreement with the committee plan
- Monitor the budget throughout the year

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Ability to keep records
- Confident when dealing with figures and money

REQUIREMENTS

- Financial experience
- Attend appropriate training

TRAINING & SUPPORT

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.

