



# WARE SC

## CLUB TREASURER NEEDED

Ware SC is looking to recruit a new Club Treasurer starting in December 2018.

### The Role

To manage the Club's Finances and to produce the Annual Report and Accounts.

### Experience

Financially literate, preferably a qualified Accountant.

### Main Duties

- Manage the Club's Finances including Current and Savings Accounts and online banking.
- Ensure the Annual Membership and monthly training fees are collected on time, in conjunction with the Club and Membership Secretary. (This includes monitoring of direct debits, paying in cash and cheques and ensuring that fees match training schedules.)
- Ensure prompt payment for suppliers including Swim England, SLM, The Lido, Hertfordshire Swimming League and National Arena League
- Agree and pay expenses as required
- Manage the 100 Club in conjunction with the Club and Membership Secretary. Ensure monthly winners are paid in a timely manner
- Support the Club's Fundraising efforts
- Produce regular statement of accounts and the Annual Report and Accounts
- Ensure team entries for Open Meets are paid in advance of the competition and entry fees are collected from competitors
- Monitor expenditure for key activities including the Wulfrath Exchange

### Commitment

Ongoing management of the Club's Finances. The Club Treasurer is a member of the Club's Executive Committee and is expected to attend the monthly Ware SC Committee Meetings.

### How to Apply

If you would like to apply for the role, please email Chris Buck at: [chrischrisbuck@yahoo.co.uk](mailto:chrischrisbuck@yahoo.co.uk)

If you are interested in the role and would like to know more, please contact Chris on 07947 322808 or via email: [chrischrisbuck@yahoo.co.uk](mailto:chrischrisbuck@yahoo.co.uk)

The closing date for applications is **Thursday, 22<sup>nd</sup> November 2018.**