



Role Specification: Treasurer and Trustee

Responsible to: KCASA Management Committee

Main purpose: To be entrusted with the assets (money, property, equipment) of the KCASA; oversee and present budgets, accounts and financial statements to the Management Committee; liaise with designated officers about financial matters; ensure that appropriate financial systems and controls are in place; ensure that record-keeping and accounts meet the conditions of funders or statutory bodies; ensure compliance with relevant legislation.

Skills required:

- capable of handling figures and cash
- have an orderly mind, a methodical way of thinking and an eye for detail
- experienced in dealing with large sums of money and budgets
- experienced in financial control and budgeting
- have a financial qualification or relevant experience
- good communication and interpersonal skills
- ability to ensure decisions are taken and followed-up
- demonstrate a timely approach to financial matters

Time commitment:

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- attend Management Committee meetings (six per year of 2 hours each)
- meet with sub-committees as necessary

Key tasks:

1. To act as an information and reference point for the Management Committee: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation
2. To receive budgets from discipline managers, and prepare and present budgets for new or ongoing work
3. To advise on financial implications of strategic and operational plans
4. To present revised financial forecasts based on actual spend
5. To present regular reports on the organisation's financial position
6. To prepare accounts for audit and liaising with the auditor, as required
7. To present a financial report and accounts at the Annual Council Meeting
8. To advise on the organisation's reserves and investment policy
9. To manage bank accounts
10. To set up appropriate systems for book-keeping, payments, lodgements and petty cash
11. To ensure everyone handling money keeps proper records and documentation
12. To ensure required insurances are in place.
13. To control fixed assets and stock, ensuring proper records are maintained.
14. To advise on the organisation's fundraising strategy
15. To ensure use of funds complies with conditions set by funding bodies
16. To ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
17. To ensure effective monitoring and reporting
18. To promote Swim 21 accreditation
19. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
20. To adhere to and promote KCASA rules, regulations and other policy statements
21. Undertake any other tasks appropriate to this level of responsibility

