

# Roles & Responsibilities

## Recommended Skills

- Accounting/ Bookkeeping experience
- Trustworthy
- Respects confidentiality
- Good Communicator
- Excellent IT skills
- Organised

## Commitment

- The time commitment can vary depending on the size of the club
- 2-3 hours can be required weekly to monitor correspondence, income and expenditure

## Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Lead on the producing an annual club budget
- Managing the Club's income and expenditure
- Reporting to the club committee on a monthly basis (monthly cash flow statement)
- Efficient payment of invoices and bills
- Proposing amendments to annual and monthly subscriptions as appropriate
- Highlight any financial actions that are required
- Keeping up to date financial records (Reconciliation of payments/accounts)
- Managing debtors
- Arranging handover or succession planning for the position
- Producing an end of year financial report

## Benefits of volunteering in this role

- Pride in your ability to support your club and manage your club's finances.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and managing a club's finances is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to all members within your club

## Requirements

### Mandatory – All Clubs

- Safeguarding 1 workshop (Ireland)/Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of conduct

### Recommended – All Clubs

- Managing people, situations and conflict
- Club development days and live webinars
- Online modules - Effective Committees, Effective Meetings and Managing Club Finances

