



## Job Description

Updated 17<sup>th</sup> August 2016

SwimZone Racing (SZR – the club) is a non-profit competitive swimming club with over 250 members. The club works closely with the SwimZone coaching business, which is a privately owned coaching business (SZR does not employ coaches).

Our mission is to develop competitive swimmers in the Hutt Valley by providing resources and pathways that enable swimmers to reach their maximum potential.

The Treasurer of the club has overall responsibility for the financial health and well-being of the club.

The Treasurer is responsible to the Board and to the members of SwimZone Racing.

<b>Role Title</b>	<ul style="list-style-type: none"> <li>• Treasurer</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Oversee the Administrator role. Providing guidance, leadership, support and performance management of the role.</li> <li>• Attend monthly Board meetings.</li> <li>• Produce monthly financial report for Board meeting – includes current cash flow forecast versus budget and details of any major invoices paid/due. Talk to this report with relevant interpretation and recommendations.</li> <li>• Support Administrator when required:             <ul style="list-style-type: none"> <li>○ process and/or authorise accounts payable/receivable tasks utilising our online banking package.</li> <li>○ reconcile transactions in the Xero accounting package.</li> </ul> </li> <li>• Produce Annual Accounts for Swimzone Racing. This includes:             <ul style="list-style-type: none"> <li>○ Supply to Board in time for sign-off prior to AGM</li> <li>○ Supply to Swimming Wellington prior to their AGM</li> <li>○ Comply with Incorporated Societies annual reporting requirements</li> <li>○ Comply with IRD reporting requirements, when required</li> <li>○ Arrange auditing of annual accounts, if</li> </ul> </li> </ul>



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	<p>required.</p> <ul style="list-style-type: none"> <li>• Work with Team Managers and Meet Manager on forecasts for income and expenditure for club activities such as our race meets, camps etc</li> <li>• Manage grants for club:             <ul style="list-style-type: none"> <li>○ Source costing details from Away Team Manager</li> <li>○ Prepare and submit grant applications</li> <li>○ Complete successful grant accountability reporting</li> </ul> </li> <li>• Oversee and lead fundraising activity within the club</li> </ul>
<p><b>Skills &amp; Competencies</b></p>	<ul style="list-style-type: none"> <li>• Strong planning, organisational and bookkeeping skills</li> <li>• Excellent communication skills</li> <li>• Proficiency in the use of Xero online accounting package would be an advantage</li> <li>• A good working knowledge of online banking packages, word processing, spreadsheet and presentation software.</li> <li>• A “can do” approach to the assigned tasks and the flexibility to take on new assignments</li> <li>• Good team work skills</li> </ul>
<p><b>Relationships</b></p>	<ul style="list-style-type: none"> <li>• Chairman and Board members</li> <li>• Parents and swimmers</li> <li>• Regional and national swimming organisations</li> <li>• Other swimming clubs</li> <li>• SwimZone coaching business</li> </ul>