



## **Swimming Committee Finance Controller**

Appointment made by Swim England South West Swimming Committee on an annual basis at the October meeting

### **Duties**

1. Produce an Annual Development Plan and linked budget in consultation with the Discipline Secretary, Chair and other members of the discipline committee for presentation to the Regional Finance Officer in October annually
2. Keep a record of all income and expenditure for the Discipline Committee and present regularly
3. Deal with all expense claims for the discipline and authorise for payment by the Regional Finance Officer
4. Any other duties required by the Discipline
5. Attend the Swimming Committee, Meet Management Committee and any other sub-committee as requested for advice