

Job Description

Treasurer

Work with the committee to ensure the financial stability of the setting is maintained

Ensure safe accounting systems are in place at all times

Ensure accurate records are kept of all financial transactions

Support the Committee in making financial decisions by providing cash flow forecasts and information for AGM/budgeting meetings

Ensure that the setting's budget allows for contingency/reserve funds to deal with unexpected repairs and staff redundancy (recommended 3-4 months running costs)

Review annually, with the Committee, fees and staff salaries, taking into account minimum wage rises, employment legislation and staff qualifications

Ensure all bills, invoices and wages are paid on time

Arrange collection of fees and issue receipts

Ensure all money from fees and fundraising is banked as soon as possible

Make sure all claims are completed and submitted on time, eg Early Education Funding

Provide a written financial report at each Committee meeting and Annual General meeting (AGM)

Ensure end of year accounts are independently examined (in line with Charity Commission requirements)

Ensure bank mandates are updated for new signatories

Take responsibility for the setting chequebook (never asking officers to sign blank cheques)

Ensure two officers' signatures are on each cheque issued

Ensure reconciliation of accounts is carried out weekly, monthly and at the financial year end

Ensure petty cash system is set up for staff and committee expenses and ensure expense claims are paid on time

Ensure committee members are aware that they can be reimbursed for expenses incurred while carrying out their roles as committee members/officers