

ROLE DESCRIPTION FOR THE CHARITY TREASURER OF THE COMMITTEE

Overall Purpose

The treasurer will oversee the financial matters of the charity in line with good practice and in accordance with the governing document and legal requirements and report to the board of trustees at regular intervals about the financial health of the organisation. The treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the charity.

Despite the additional responsibility the treasurer will have in overseeing the financial matters of the charity, all trustees continue to be jointly and severally responsible, and therefore liable, for the administration of the charity.

Main Responsibilities

- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with the charity's policies, good governance, legal and regulatory requirements.
- To present the up to date budgets, fundraising tracker and bank balances to the board of trustees at the termly committee meetings.
- To be instrumental in the development and implementation, of the yearly budget plan, with the assistance of the Committee Chairperson and the Pre-School Manager.
- To be instrumental in the development and implementation of the reserves policy.

Main Duties

- Bank weekly pre-school takings.
- Reconcile pre-school takings against invoice list and fees/clothing receipt books.
- Update invoice list weekly and return to pre-school manager.
- Reconcile petty cash sheet and receipts and enter on to ledger.
- Check and approve expenses forms.
- Arrange payments, by either cheque or BACS, as required. Acting as a counter-signatory on charity cheques (including any electronic transactions) and any application for funds.
- Ensure compliance with CPS expense policy
- Check and arrange payment of wages

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- Enter payments and receipts on ledger.
- Liaising with the pre-schools accountants / auditors where appropriate and collating all the information for the yearly audit with the assistance of the Chair and pre-school manager.
- Monitoring and advising on the financial viability of the charity after liaising with the charity's auditors.
- Implementing and monitoring specific financial controls and systems are in place accordingly and adhered to.
- Liaising with the charity secretary and committee chairperson, where applicable, to ensure that the charity's annual accounts are compliant with the current Charities SORP.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the charity's objects.
- Contributing to the fundraising strategy of the organisation by monitoring and updating the fundraising tracker.