



Edlesborough Under 5's

JOB DESCRIPTION FOR TREASURER

Job Title:	Treasurer
Responsible to:	Chairman Edlesborough Under 5's Committee
Responsible for:	Edlesborough Under 5's Finance
Purpose of the job:	As a Committee member acting in the role of Treasurer to ensure the preschool is solvent and well run; to ensure the preschool is providing safe, high quality education and care for preschool children; to fulfill legal and statutory requirements; to contribute to the strategic direction and development of the preschool service.

Main Committee Member Duties:

- As a Committee member set the strategic direction of the pre-school, ensuring it is solvent, well run, and delivering the outcomes for which it has been set up.
- As a Committee member focus on the strategic direction, avoiding the day to day operational decisions of the pre-school.
- The Committee is collectively responsible and accountable for ensuring and monitoring that the pre-school is performing well, is solvent and complies with all its obligations.
- The Committee must ensure that the pre-school complies with relevant laws, and the requirements of regulatory bodies.
- The Committee must act prudently to protect the assets and ensure they are used to deliver the organisation's objectives.
- The Committee must regularly review risks and take action to mitigate risks identified
- The Committee should ensure that the pre-school upholds the principles of equality and diversity, and that the pre-school is fair and open to all sections of the community in all its activities.
- All Committee members should understand their duties and responsibilities.
- The Committee should ensure they receive the advice and information they need to make good decisions
- The pre-school Committee should have a diverse range of skills, experience and knowledge needed to run the pre-school effectively.
- The Committee should regularly review and assess its own performance.
- The Committee members should carry out periodic strategic reviews of all aspects of the pre-school's work, and use the results to inform change and innovation.

- The Committee members should set out the functions of the pre-school leader, and other staff and should monitor their performance.
- Committee members should define roles and responsibilities of its chair, treasurer and secretary and other specified roles.
- Committee members should ensure all staff; volunteers have sufficient delegated authority to discharge their duties. All delegated authorities must have clear limits relating to budgetary and other matters.
- Committee members must not benefit from their position beyond what is allowed by the law and in the interests of the organization.

Specific Committee Member Duties:

- Treasurer to oversee the role of the Assistant Treasurer;
- Keep up-to-date accounting records, including a separate record of fundraising, update cashbook records.
- Treasurer to receipt all monies received; keep supporting documentation for all payments made. Bank cash and cheques regularly and pass information relevant to Gift aid to the Assistant Treasurer;
- To be responsible for pre-school cheque book and liaising with the bank, ensuring all payments are made correctly and on time;
- To calculate employee pay and to co-ordinate via our Book Keeper calculation of inland revenue and national insurance payments, submission of tax returns and P45/46 completion.
- Preparation of pay slips for all staff, including emergency staff each month;
- Calculate staff holiday pay in June for comments and payment in July wages;
- Pay rent on Memorial Hall each half term.
- Production of figures for discussion of annual pay review in July by committee;
- Production of budget and cash flow in July for forthcoming year, broken down by month/term;
- Reporting of actual against budget each half term;
- Treasurer to provide Chair with audited report for completion of Charities Commission forms annually;
- Reconciliation of bank statements and prepare Treasurer's report for half-termly committee meetings;
- Production of final accounts for auditing and for presentation by the treasurer at the AGM in autumn term;
- Keep a separate account of all fundraising events.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Amended and Approved: January 2011