

The PTA Committee are seeking applications for a PTA Treasurer to commence from the start of the September 2018 term.

The role requires someone who is well organised, has a good head for figures, can use spreadsheets and be able to read and understand relevant legislation. You don't need to have an accounting background.

The Treasurer will have overall responsibility for managing the PTA funds and complying with all legislation and financial governance arrangements. They would be required to attend approximately 3 meetings per year, as well as being a committed member of the team of helpers at PTA activities and events. The main functions of the role would be:-

- Maintaining and tracking details of the income and expenditure for the PTA
- Preparing a summary of annual income and expenditure (together with supporting information) for an independent review.
- Supplying on an annual basis financial information to the school plus any other relevant organisation.
- Ensuring the compliance with relevant legislation and governance requirements.
- Producing ad hoc financial information for the PTA Chair, Co-Chair and Secretary
- Producing a short Treasurer's Report and figures to be presented at PTA Meetings.
- Input into what PTA funds are spent on
- Prepare floats for PTA events
- Overall responsibility for counting and banking money post events and producing profit and loss statements made at each event.
- Responsible for paying 3rd party suppliers and reimbursing parents (either by BACS, cash or cheque

For further information or to apply please see Mrs. Motherwell in the Infant Office. Closing date for applications is 12.00 **Friday 20th July 2018**, applications will be nominated and voted in at the AGM in September.

We are also looking for new members to join the PTA Committee – please see Mrs. Stubbs in the Infant School Office if you are interested.

Many thanks.

Mrs. Lisa Dyer
Chair of the PTA

Mrs. Shereena Stubbs
Co-chair of the PTA

Mrs. Sara White
Secretary of the PTA