

Role Description

Role Title: Treasurer

Incumbent: Jeremy Howard-Rice

Effective Date: February 2025

Primary Purpose

The Treasurer has overall responsibility for the financial management of the P&C (including sub-committee accounts).

Accountabilities

This role will be accountable for:

- Ensuring the P&C complies with the Accounting Manual, including maintenance of cash-handling procedures for the counting, reconciliation and banking of money,
- Ensuring accounting is open and transparent,
- Ensuring all money received is receipted and banked in the appropriate account, as soon as practicable,
- Paying of bills from P&C funds, when payment has been authorised at a meeting,
- Issuing receipts for all money received,
- Keeping accurate accounts of receipts and expenditure,
- Being signatory on the P&C bank accounts,
- Maintaining an accountable forms register (for receipt books, cheque books, deposit books etc.),
- Maintaining an asset register detailing all assets purchased by the P&C for P&C use,
- Monitoring wages for P&C employees,
- Ensuring the P&C's annual insurance is paid
- Preparing an annual budget and annual operational plan for the P&C, in consultation with other Executive members of the P&C,
- Reporting to P&C members on a regular basis about financial activities,
- Preparing the annual financial statements of the P&C for the auditor, including any subcommittees,
- Ensuring the annual financial statements are audited under the Education (General Provisions) Act 2006,
- Working with the WindsorFest Convenor and WindsorFest Treasurer to ensure P&C accounting practices are in place and maintained for the bi-annual Windsor School Fair,
- Ensuring that all official information is securely stored.

Meeting Specific Responsibilities

At P&C general meetings (8 per year), it is the Treasurer's responsibility to:

- supply financial statements/reports,
- ensure all subcommittees provide their financial statements/reports,
- give the Secretary a copy of the signed statements following each meeting for insertion in the minutes.

Key Relationships

- Executive Committee
- Subcommittee Treasurers
- WindsorFest Treasurer
- Retail Subcommittee
- P&C Banking / Cash Counting Volunteers
- Financial Auditors

Desired Knowledge, Skills & Attributes

- Financial qualification or relevant experience dealing with financial control and managing large sums of money / budgets,
- Knowledge of the P&C Constitution and Accounting Manual,
- Knowledge of P&C's Committee rules, operations and meeting procedures,
- Be capable of handling figures and cash,
- Have an orderly mind and methodical way of thinking,
- Have an eye for detail,
- Good communication and interpersonal skills,
- Ability to ensure decisions are taken and followed-up,
- Good time-keeping,
- Ability to maintain the highest ethical standards and act in the best interest of stakeholders,
- Be open, transparent and accountable.