Job Specification: PTFA Treasurer

Location: Newton Poppleford Primary School

Reports to: PTFA Chair/Chairs and PTFA Committee

Employment Type: Volunteer

Job Purpose:

The PTFA Treasurer is responsible for overseeing the financial management and integrity of the Parent-Teacher and Friends Association (PTFA). This includes handling funds, maintaining accurate financial records, and ensuring that the PTFA operates in compliance with all legal and financial regulations. The Treasurer works closely with the PTFA Committee to plan and manage the budget, support fundraising efforts, and provide transparency in all financial matters.

Key Responsibilities:

1. Financial Record Keeping:

- Maintain accurate and up-to-date financial records of all PTFA income, expenses, and bank transactions.
- Ensure proper documentation for all financial activities, including receipts, invoices, and reimbursements.
- Reconcile bank statements regularly and resolve any discrepancies.

2. Budget Management:

- Collaborate with the PTFA Committee to create an annual budget for the PTFA.
- Track actual income and expenditures against the approved budget.
- Tracking and analysing the expenditure and income from specific aspects of PTFA events to understand their profitability. From this provide advice to the Committee when planning future events.
- Provide regular budget updates and financial reports to the PTFA Committee and membership during meetings.
- Recommend adjustments or reallocation of funds when necessary.
- The only member that can remove money from the account.
- Inform the committee when money is being taken out the account- when, how much and why it is being used. The whole committee need to know when purchases are made for 100% transparency.

3. Fund Management:

- Manage and oversee all PTFA accounts, including bank accounts and sum up.
- Deposit PTFA funds promptly within one week of the event and ensure secure handling of cash during fundraising events.
- Manage disbursement of funds, including paying bills, reimbursing members for approved expenses, and issuing checks.
- Follow established protocols for signing and authorising checks (dual signatures may be required).
- Make sure funding requests are organised and managed timely within two-week period.

4. Compliance & Reporting:

- Prepare and file all required financial reports for the PTFA, including tax returns, if applicable.
- Ensure compliance with local and national related to non-profit organisations.
- Work with an auditor, if necessary, to complete annual financial reviews or audits when profit is over £25,000.
- Report any irregularities or concerns regarding the PTFA's finances to the PTFA Committee.
- Complete any financial reports such as the charity commission.
- This role is reviewed every year at the AGM.

5. Financial Transparency:

- Present clear and concise financial reports at PTFA meetings, including a summary of income, expenses, and account balances.
- Ensure that PTFA members have access to financial records upon request, promoting transparency in financial matters.
- Work with the PTFA Committee to inform members about the financial impact of fundraising events and budgetary needs.
- Create a financial report for the AGM.
- Managing Gift Aid claims.

6. Support Fundraising Efforts:

- Collaborate with fundraising committees to track the income and expenses associated with fundraising events.
- Provide guidance on best practices for handling funds during PTFA events, including the sale of tickets, merchandise, or concessions.
- Ensure that all money raised through fundraising is properly accounted for and deposited into the PTFA account within a week of an event.
- Create floats for events and work with the Chair on what floats are needed.
- Create risk assessments for events.

7. Manage PTFA Membership Dues:

- Submit any required membership dues to PTFA offices as needed.

Skills & Qualifications:

Experience:

- Prior experience in financial management, accounting, or bookkeeping (experience in non-profit organisations is beneficial).

Skills:

- Strong numeracy skills and attention to detail.
- Proficiency in financial management software (e.g., QuickBooks, Excel, Google Sheets) and basic accounting principles.
- Ability to prepare and present financial reports clearly and accurately.
- Organisational skills to keep track of multiple financial activities and deadlines.

Personal Attributes:

- Trustworthy, with the ability to handle money responsibly and confidentially.
- Self-motivated and able to work independently, as well as part of a team.
- Strong communication skills, able to explain financial matters to those without a financial background.

Time Commitment:

- Attend all PTFA meetings to present financial reports.
- Keep financial records updated on an ongoing basis.
- Assist with major fundraising events and financial activities throughout the year.
- Ensure timely filing of financial reports and audits.

Benefits:

- Gain experience in financial management and reporting.
- Play a crucial role in ensuring the PTFA's financial health and transparency.
- Build relationships with parents, teachers, and school administrators.
- Make a direct impact on school activities and programs through responsible financial stewards.