



---

## Edlesborough Under 5's

### **JOB DESCRIPTION FOR ASSISTANT TREASURER**

<b>Job Title:</b>	Assistant Treasurer
<b>Responsible to:</b>	Treasurer Edlesborough Under 5's Committee
<b>Responsible for:</b>	Edlesborough Under 5's Finance under Treasurer
<b>Purpose of the job:</b>	As a Committee member acting in the role of Assistant 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 fulfil 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 are 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 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:**

- Assistant Treasurer to submit CF1 and CF2 forms to BCC each term for funding; liaise with parents and Bucks County Council;
- Send DF1, DF2 and adjustment funding forms to parents for completion and return when required.
- Invoice authorities for Special Educational Needs (SEN) funds;
- Assistant Treasurer to calculate fees for non-funded places, issue invoices to parents, collect and pass payments to treasurer and inform of any problems/difficulties related thereto;
- Assistant Treasurer to prepare and submit monthly milk claim;
- Assistant Treasurer to prepare Gift Aid claim for sponsorship and donations for submission by the Treasurer

*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