



Job Title: Management Committee Treasurer

Job purpose: To provide financial information and monitor the finances to ensure the sustainability of the setting.

Time: Approximately 4-6 hours per month

Responsible to: Management Committee

Main duties and responsibilities to be agreed from the following:

- Keep up-to-date accounting records.
- To produce budgets and cash flows for forthcoming year, broken down by term.
- To produce a report of actual against budget each term to be circulated at each MC meeting.
- To provide Chair with audited report for completion of Charities Commission forms annually.
- To produce final accounts for auditing and for presentation at the AGM.
- Review payroll monthly and make monthly salary payments to employees (currently 6)

Person Specification

	Essential	Desirable
Training and Qualifications		
Experience	IT skills, including using spreadsheets	Accounting experience
		Experience of committee work and procedures.
Knowledge & Abilities	Good standard of literacy and numeracy	Understanding of voluntary management committees
	Good organisational skills	Knowledge of bookkeeping and financial management
	Good written and verbal communication skills	Understanding of childcare provision
	Organisational ability. Good communication and interpersonal skills.	
	Impartiality, fairness and the ability to respect confidences.	
	Approachable and sensitive to the feelings of others.	