



Job Role - Treasurer

Job function

To maintain up-to-date records of all PTFA financial transactions

Main duties:

- To keep up to date and accurate financial records
- Present a financial update at each committee meeting
- Manages the PTFA bank account and holds the association cheque book
- Arranges changes of signatories on the bank account
- Ensures all bank cards, cheque books and paying in books are accounted for at all times.
- Makes sure all spending is approved

Characteristics

A key role for all committee members is to manage and control the funds the PTFA raises. Although all the committee members have equal responsibility for the control and management of PTFA funds the Treasurer plays an important part in being diligent with fund raised and spending. They keep clear and up to date records in relation to any funds or spending.

