

Our two current treasurers, Jenny and Nikki, are in their third year of service to the PTA. From August, they will both be stepping down from these roles, but will both still be part of the wider PTA and available for support. Jenny is happy to work alongside the new treasurer/s to show them the ropes until confident in their position.

Both roles are very fulfilling. If you are interested in finding out more, please reach out to Nikki or Jenny on the contacts included.

<b>Title</b>	<b>Co-Treasurer:</b> (accounting, bookkeeping and charity commission contact)	<b>Co-Treasurer:</b> (income, Zettle payments and bank contact)
<b>Incumbent</b>	Nikki Toner ( <a href="mailto:nicola.toner@trafalgarpta.org.uk">nicola.toner@trafalgarpta.org.uk</a> )	Jenny Sparflo ( <a href="mailto:jenny.sparflo@trafalgarpta.org.uk">jenny.sparflo@trafalgarpta.org.uk</a> )
<b>About the opportunity</b>	The co-treasurer roles provide a great opportunity to join the trustees and members of Trafalgar School Parents and Teachers Association. Controlling the PTA funds in line with the committee's decisions and charity law. Ensuring upcoming events are affordable and profitable and report financial information to the rest of the team.	
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Manages the day-to-day finances (currently using XERO accounting software).</li> <li>Keeping a detailed and accurate record of the PTA's financial activity.</li> <li>Reports on the finances at meetings in a clear, concise way (once each half term - six times a year).</li> <li>Run procedures for making payments and claiming expenses.</li> <li>Prepares the annual Treasurer's report for the AGM and arranges an independent examination of the association's accounts.</li> <li>File Charity Commission annual return.</li> </ul>	<ul style="list-style-type: none"> <li>Manages the PTA bank account and holds the association cheque book.</li> <li>Arranges changes of signatories on the association bank account.</li> <li>Organise floats for PTA events.</li> <li>Ensures best practice procedures are followed for counting and banking money after events.</li> <li>Training events teams on how to use the Zettle payments machines.</li> <li>Create income reports from events to support bookkeeping.</li> </ul>
<b>Key interfaces:</b>	<ul style="list-style-type: none"> <li>Other co-treasurer: (income, Zettle payments and bank contact)</li> <li>Other Trafalgar PTA trustees and PTA members.</li> <li>School federation leadership team and business managers.</li> <li>PTA event teams (e.g., fireworks night team).</li> <li>Charity commission (for annual return and update of trustee details).</li> <li>Independent examiner (currently parent volunteer).</li> </ul>	<ul style="list-style-type: none"> <li>Other co-treasurer: (accounting, bookkeeping and charity commission contact).</li> <li>Other Trafalgar PTA trustees and PTA members.</li> <li>School federation leadership team and business managers.</li> <li>PTA event teams (e.g., fireworks night team).</li> <li>PTA chosen bank, currently Barclays Bank.</li> </ul>
<b>Suits people who...</b>	<ul style="list-style-type: none"> <li>Understand bookkeeping – able to maintain accurate records of income and expenditure.</li> <li>Would be able to attend 6 PTA meetings a year, plus AGM.</li> <li>Would like to support the PTA in their own time (this role has previously been covered by a grandparent / full-time working parent who cannot attend school during school hours).</li> </ul>	<ul style="list-style-type: none"> <li>Organised with an eye for detail – big events involve counting much small change. This role leads the 'money' team, making up floats and collecting money from various stalls.</li> <li>Clear communicator who can train/explain concepts to others.</li> <li>Confident in handling money and budgets.</li> <li>Ideally, be able to attend some of the PTA meetings plus AGM or connect with the events team outside these times.</li> <li>Would have regular connections to the school during school hours and the bank before 2pm.</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>A chance to make a real difference to the school, teachers, and pupils</li> <li>The opportunity to connect with the school leadership team and make recommendations on how they PTA funds are used</li> <li>Gain experience and exposure to charity accounts (nice add to a C.V 😊)</li> </ul>	