



KPS – Kendrick Parents' Society

Treasurer

Job Description & Person Specification

KPS Treasurer

The overall role of a treasurer is to maintain an overview of KPS affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained. The responsibilities include:

Key Responsibilities:

1. Receiving bank correspondence e.g. statements.
2. Overseeing, approving and presenting budgets, accounts and financial statements.
3. Being assured that the financial resources of KPS meet its present and future needs.
4. Ensuring that KPS has an appropriate reserves policy in place.
5. The preparation and presentation of financial reports.
6. Ensuring that appropriate accounting procedures and controls are in place.
7. Liaising with staff and volunteers about financial matters.
8. Advising on the financial implications of KPS plans.
9. Ensuring the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. the Charity Commission.
10. Ensuring that the charity's equipment and assets are adequately maintained and insured.
11. If an audit or independent examination is required, ensuring the accounts are verified in the manner required, and any recommendations of the auditors are implemented.
12. Making a formal presentation of the accounts at the AGM and drawing attention to important points in a coherent and easily understandable way.
13. Managing GAYL and SmileAmazon portals and identify ways of promoting it
14. Help event leads with creation of online ticketing and helping them with floats
15. Take up any other adhoc duties that may come up.

Person Specification:

- Financial qualification and / or experience.
- A willingness to be available for advice and enquiries when required
- Some charity finance and fundraising experience is desirable but not necessary
- The skills to analyse proposals and examine their financial consequences
- Understanding and supportive of the ethos of The Kendrick School
- Good communication skills - written, in person and on the phone
- Prepared to make a regular time commitment
- Ability to maintain good relations within the School community
- Able to keep order during meetings
- A friendly, professional and 'can do' approach
- Well organised and having a flexible and proactive approach
- An enthusiastic team player with good interpersonal skills

The post holder must read the **Health & Safety Policy** and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds**. Post-holders must also be aware of the use of personal information according to the **GDPR regulations**.

The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.



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I have read and understood my responsibilities

Signed

Dated