



**ST PIUS X PARENTS AND FRIENDS
POSITION DESCRIPTION
TREASURER**

- POSITION:** Treasurer
- LOCATION:** St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152
- REVISION DATE:** May 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Account for and report on the finances of the P&F.
- STATUS:** This volunteer position will report directly to the P&F President and the Executive Committee.
- RESPONSIBILITIES:** Responsibilities of this role will include:
- Act in accordance with the P&F Constitution.
 - Act in accordance with the School Vision, Mission and Values.
 - Act in accordance with the school polices.
 - Prompt receipting and banking of all money received.
 - Pay all expenses as authorised.
 - Present an up-to-date financial report at each committee meeting and general meeting.
 - Prepare regular bank reconciliations.
 - Prepare an annual budget of expected income and expenses for the P&F.
 - Maintain an accurate cash flow to ensure that the P&F is able to meet its monetary obligations.



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- Ensure that financial support for the school is by way of donations to the school working account; this will enable GST input credits to be obtained through the school. Physical resources and equipment are not to be purchased with P&F funds.
- Prepare cash floats for activities such as quiz nights, school disco's and fetes.
- Liaise with the bank regarding account signatory changes and any other banking requirements.
- Pass on financial records in good order.

EXPERIENCE / PERSONAL ATTRIBUTES

The following qualities are considered essential:

- Accurate book keeping skills.
- Computer literate – Intermediate level of knowledge of Excel.

REFERENCE DOCUMENTS:

These documents include:

- Catholic Education Office Sydney, Information Sheet 4 – Parent Associations and Money Matters.
- Contact can be made with the Parents and Friends Association of Western Australia to seek advice, use resources and documentation provided on their website.