

PTA TREASURER POSITION AVAILABLE

WE HAVE A VACANCY FOR A PTA TREASURER
(EXPERIENCE NOT ESSENTIAL)

DUTIES WOULD INCLUDE:

- ~ LIASING WITH BANK,
- ~ CASH HANDLING, CASH FLOAT PREP FOR EVENTS
- ~ APPROVING PAYMENTS.
- ~ BASIC SPREADSHEET KNOWLEDGE
- ~ BALANCING CHARITY ACCOUNT.
- ~ PROVIDE AN ANNUAL FINANCIAL REPORT.

PLEASE NOTE: THIS IS A VOLUNTARY POSITION, AND NOT
PAID EMPLOYMENT.

YOU MUST BE A PARENT/GUARDIAN OF A CHILD AT
CHAWSON FIRST SCHOOL

FOR MORE INFO, PLEASE CONTACT OUR CURRENT TREASURER,
VIA EMAIL AT CHAWSONPTA@GMAIL.COM

