



**Job description for the Treasurer position in
Parents Association of Maria Konopnicka Polish Saturday School, Willesden**

Weekly Tasks:

- Cashier duties at the School premises, collecting school fees, refunding deposits and petty cash expenses
- Reconciling cash and cheque takings for the day
- Banking all cash and cheque takings on the day
- Reconciling Excel control records with SAGE entries
- Updating SAGE with all other receipts and petty cash payments
- Reconciling Cash Register in SAGE
- Cheque or Bank Transfer payment of Supplier Invoices
- Collecting employees signatures on the Presence checklist
- Maintaining Document File, ensuring all receipts and payments are documented

Monthly Tasks:

- Preparation of Excel Payroll control file
- Processing Payroll in Iris Payroll system
- Reporting on PAYE TAX & NI in Real Time Information to HMRC by the 5th day of every month (including August)
- Producing and distributing Payslips to all employees
- Preparation of PAYFLOW file and faxing on the agreed with the bank date salaries payment processing instruction
- Recording Salary Journals into SAGE accounting system
- Maintaining sufficient amount of PAYFLOW stationery and security codes
- Preparation of Employment Contracts for Starters
- Preparation of P45's for Leavers
- Monitoring and applying changes to employees Tax Codes
- Preparation of Statement of Earnings for employees on request
- Assessment of all employees earnings for Auto Enrolment Pension purposes
- Uploading Pension contributions onto NEST (pension provider) website
- Processing Pension payments by the 22 day of each month on NEST website
- Bank Reconciliation in SAGE of the Bank Current Account to the Bank Statement
- Bank Reconciliation in SAGE of the Schools Barclaycard Credit Cards to the Credit Card Statement
- Taking part in all Meetings and decision making of the Executive Committee
- Preparation of Accounts, Financial Reports and documents for the internal Audit

Quarterly Tasks:

- Reconciliation and payment of PAYE to HMRC



Annual Tasks:

- Preparation of annual budget, monitoring Revenue and Expenditure and reporting any Variances to the Executive Committee
- Preparation of the Excel File with all pupils details
- Imputing annual School Fees into SAGE accounting system
- Maintaining Pupils individual Accounts and keeping all information up to date
- Preparation of Registration Application Form for the New School Year
- Payment of Annual Membership Fee to Polish Educational Society
- Updating Bank Signatories Mandate and Credit Card Holders information
- Investing Funds Surpluses in the Secure Money Market Investments suitable for Charities
- Applying for donations from Government Organizations and preparing all necessary documentation to comply with their requirements
- Preparation of P60 and distributing them to all the employees
- Preparation of End Year Payroll Reports and submitting them to HMRC in Real Time Information
- Updating and maintaining accurate Organisations information on the Charity Commission Website.

Year End Tasks:

- Reconciliation of all Nominal Accounts
- Preparation of Financial Statements
- Submitting all documents and Financial statements together with SAGE backup to Keith Vaudrey Chartered Accountants for Audit
- Preparation of Accounts and Annual Report for Annual General Meeting
- Signing Trustees Declaration in Annual Accounts produced by Keith Vaudrey Chartered Accountants and passing them back for counter signature
- Uploading signed Annual Accounts onto Charity Commission's Website by the end of June following the End of Tax Year on 31st August.
- Preparation and submission of Gift Aid Annual Return to HMRC

Qualification Requirements:

- AAT Diploma or equivalent
- Proven minimum two year work experience in all round accounts up to Trial Balance
- Proven minimum two year work experience in Payroll in Real Time Information and Auto Enrolment workplace Pension

Working hours:

- Six hours on every Saturday Term Time
- Any other hours outside the Schools operating hours on all other days necessary to complete all tasks as per above job description

Personality requirements:

- Strong working ethics
- Ability to act responsibly in good faith and for the benefit of the Charity Organisation
- Ability to comply with the requirements laid down for Trustees by the Charity Commission.