

Opportunity Details

Opportunity Information	
Opportunity Title	Treasurer for Busy Fingers Pre-school
Role Location	Remote with some travel to Busy Fingers Pre-school in Little Downham
Start Date	February 2024
Role Description	<p>Main tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest. <input type="checkbox"/> To prepare for and attend meetings; contributing to the successful leadership of the charity and to the implementation of effective systems to manage the finances, administration, employees and activities of the charity. <input type="checkbox"/> To oversee the implementation of the charity's financial systems; ensuring that financial records are accurately maintained and updated, that effective financial controls are in place and that the trustees are kept informed of the financial position of the charity. <input type="checkbox"/> To oversee the preparation in advance of an annual budget, as agreed by the trustees, and to monitor the budget. <input type="checkbox"/> To oversee the maintenance of the charity's bank account. <input type="checkbox"/> To oversee the work of the Administrator, ensuring that all bills, receipts and payments are made promptly and authorised in line with the charity's financial procedures <input type="checkbox"/> To oversee the management of staff payroll and volunteers' expenses. <p>To ensure that any funds held are used in accordance with the terms of the charity's reserves policy.</p> <ul style="list-style-type: none"> <input type="checkbox"/> To contribute to the recruitment and effective management of a team of qualified early years practitioners to take charge of the day-to-day running of the childcare provision; ensuring that high standards of care and education are provided and that the Early Years Foundation Stage requirements are met. <input type="checkbox"/> To ensure effective procedures are in place to safeguard and protect the welfare of the children in the care of the charity and check that all adults that work with the children are suitable. <input type="checkbox"/> To oversee the implementation of the charity's Equality and Diversity policy, working with staff

	<p>and volunteers to remove barriers to inclusion for all children and families.</p> <p><input type="checkbox"/> To liaise with the charity employees, advisors and other agencies as necessary to ensure all statutory and legal requirements relevant to the activities and governance of the charity are implemented, all operations are carried out in accordance with the governing document and the charity is appropriately insured for any risks or liabilities.</p> <p><input type="checkbox"/> To support the preparation of the Trustees' Annual Report and accounts each year.</p> <p><input type="checkbox"/> To contribute to the timely filing of all statutory forms and documents for the charity.</p> <p><input type="checkbox"/> To undertake reasonable duties in accordance with the charity's business plan and objectives.</p>
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Practical Considerations	
Equal Opportunities Policy	Yes
Support On Offer	Yes
Training On Offer	Yes
Availability / Duration	1 year + A few hours a week expected
DBS Check Required	Yes
Other Considerations	

Application Information	
Organisation Name	Busy Fingers Pre-School
Email Address	Committee@busyfingers-preschool.org
Telephone Number	01353 69863
Website Address	www.busyfingerspreschool.co.uk
Point Of Contact	Amy Tatum / Holly Hodge