**Purpose of the position:**

The Assistant Treasurer collaborates with the Treasurer within the kinder's financial activities. The Assistant Treasurer is one of the authorised Signatories on Bank Accounts

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming Treasurer regarding any current financial reports and relevant information
* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Microsoft Excel, Xero accounting software, email, internet banking.
* Branch banking.
* Excellent organisation and record keeping.
* Knowledge of the fundraising compliance.
* Communication skills and ability to work well in a team.

**Key tasks/duties:**

* Clear the foyer mailbox at kinder at least twice a week or more frequently as required.
* Deposit cash at bank from fundraising
* Consult with enrolment officers for up-to-date class lists to ensure the compliance with funding.
* Assist and consult with Fundraising Coordinator regarding fundraising events and activities.
* Keep ongoing records of payments received with fundraising activities.
* Assists follow up of outstanding fundraising payments in coordination with the Fundraising Coordinator and Fundraising Sub Committee members.
* Assist and consult with the Treasurer where necessary.
* Maintain record of Health Care Card holders.
* Record all payments made for uniform orders and consult with Uniform Officer.
* Report on payments/outstanding payments to the Treasurer, Fundraising Coordinator as appropriate
* Attend monthly committee meetings.
* Co-authorise expense payments.