



# TREASURER

## NEEDED

Our PTA has a vacancy from September 2020

We have big plans to raise money and fund important projects for our school. We need someone who likes to count every penny to help us. If you secretly love to categorize expenses, and create colour coded spreadsheets you could have what it takes to be our PTA treasurer.

### Responsibilities

Include:

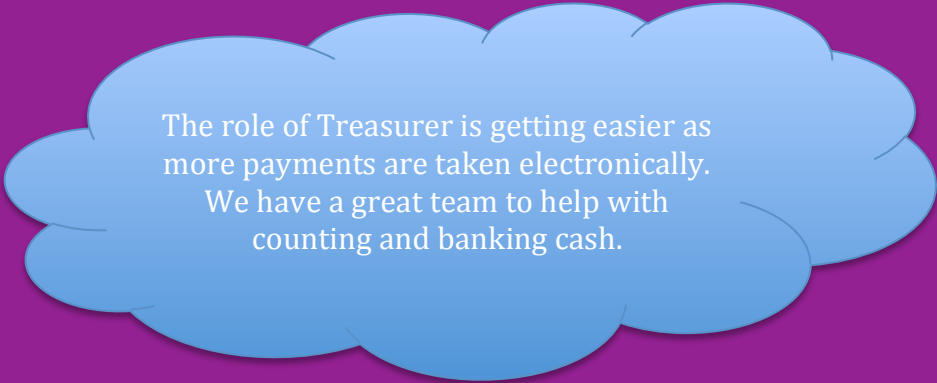
- Manage and maintain PTA bank account.
- Calculating cost and profit of events.
- Preparing floats for events.
- Banking cash and money received.
- Work with the PTA to approve spending.

### Get in Touch

Email us on [WFISPTA@gmail.com](mailto:WFISPTA@gmail.com) or contact the school office to let them know.

Our fantastic Treasurer, Monica Wang, is available to answer any other questions you may have about the role.

We have a fantastic PTA team here to help ensure an easy handover of this position.



The role of Treasurer is getting easier as more payments are taken electronically. We have a great team to help with counting and banking cash.

Anyone considering this important role, will need: great computer skills (including Excel), a basic knowledge of profit/loss calculations and an eye for detail.