

A Volunteer Treasurer / Trustee

is needed by

MONTROSE PRE-SCHOOL

at the Methodist Church, Locket Road, Wealdstone, HA3 7ND

www.montrosepreschool.co.uk

Montrose Pre-School is a long-established registered charity aiming to provide a centre where children aged 2-4 years can learn and thrive in a safe, stimulating and caring environment. It is a small but popular early years setting and was graded Good at the last Ofsted inspection in November 2023.

While the day to day running of the Pre-School is undertaken by the Manager and appropriately qualified early years staff, the Committee Members, who are the Trustees, are responsible for the overall governance of the charity in accordance with the requirements and regulations of bodies such as the Charity Commission, Ofsted and Harrow Council.

We are currently looking for a trustee who has a background in accounting or banking and could undertake the role of treasurer. The position would include oversight of the preschool accounts and advising the committee on financial matters, liaising with the payroll provider, producing financial reports for committee meetings and the annual accounts and report for the Charity Commission. There is one committee meeting per half term in the evening and these may be held on Zoom. No previous experience of being a Trustee is needed as guidance and training can be provided.

Any prospective committee member would need to have an enhanced DBS check and complete an Ofsted application form before fulfilling the role. You would be guided through the bureaucracy by the pre-school.

If you are interested, please contact Aelwyn Taylor, Committee Chair at aelwyn.taylor@gmail.com

