



## **JOB DESCRIPTION**

### **TREASURER**

#### **The Role**

To have an overview of the finances of our U3A, ensure financial matters are well managed, and to keep the Committee informed of our financial situation.

#### **Specifically**

- Ensure that appropriate financial policies and procedures are in place.
- Ensure that there are enough cheque signatories (at least 4).
- Advise the bank of changes in signatories and Trustees as needed.
- Act as the main contact for the bank (currently the Co-operative Bank).
- Receive monthly bank statements and reconcile with records held.
  
- Keep accurate and sufficiently detailed records of income and expenditure.
- Ensure that all expenditure is properly authorised.
- Pay approved invoices.
- Pay expenses as agreed.
- Bank all income, (except the membership subscriptions which are banked by the Membership Secretary).
  
- Report to the Committee regularly and advise on any actions that may be needed.
- Lead discussions on appropriate level of reserves and membership subscriptions.
  
- Liaise with the Chair regarding the end of year Accounts and Trustee Report.
- Arrange and agree with Trustees, a suitable person to carry out the Independent Examination.
- Present the end of year accounts to the Committee for approval.
- Present to the membership at the AGM.