

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.