

## **JOB OUTLINE FOR HONORARY TREASURER**

### **Purpose**

The post-holder will be the officer with responsibility for carrying out the financial procedures of Beccles U3A, as defined by the Executive Committee.

He/she will be a member of the Executive Committee. He/she may hold the position for a maximum of six years as per the Constitution

The post-holder will be a signatory for all bank accounts in the name of Beccles U3A.

### **Responsibilities**

The post-holder will:

1. Receive and bank monies.
2. Issue cheques in accordance with resolutions of the Executive Committee.
3. Maintain a record of all financial transactions.
4. Prepare regular claims for repayment of Gift Aid and comply with all Charity Commission requirements.
5. Reimburse members itemised expenses
6. Ensure that the mandates for signatories are correctly maintained.
7. Reconcile transactions with bank statements and provide monthly reports to the Executive Committee.
8. Attend the monthly Executive Committee meeting and contribute to the general management of Beccles U3A
9. Advise the Executive Committee on matters concerning finance.
10. Prepare the Annual Accounts for External Examination.
11. Present the Annual Accounts to the Annual General Meeting.
12. Receive, bank and allocate deposits and balance payments for U3A outings organised by the Events Secretary.

## COMMENTS FROM THE OUTGOING TREASURER

Having held the position of Treasurer for six years I have enjoyed being part of Beccles U3A and watching it expand and thrive. The work is interesting and varied and can mainly be carried out at a time of my choosing. When times were 'normal' I regularly attended the monthly meeting held at the Public Hall to assist with any new member payments etc.

It has been rewarding to be part of the Committee and to help ensure the smooth running of Beccles U3A and I have always felt a valued member of the team and take part in the monthly Executive Committee meeting. I also deal with any queries regarding events or membership payments by email.

The financial year runs from April to March so the year end at March 2021 will be completed and forwarded to the Accountant. The busiest time of the year has always been during March and April when most members are renewing their membership. The summer months are a good time for the handover to a new Treasurer as there will be no pressure or deadlines to meet.

I have so far processed Gift Aid annually using the forms submitted by members during the Calendar year and found that January/February is a good time for this before the renewal process commences. The Gift Aid forms for 2020 have all been processed and claims submitted so there is no immediate need to attend to this. There is no limit to how many claims can be entered during the year and my successor could develop their own method and time of processing Gift Aid – more frequently if preferred.

The records are currently maintained on Sage software and will be to the year end March 2021. We are currently reviewing the way forward for the year 21/22 and this may involve using different software. Any changes will be implemented for the year commencing 1<sup>st</sup> April 2021 so will be well established prior to the handover.

The role is ideal for someone with some basic financial knowledge and confident with using a computer. It is not necessary to be familiar with accounting software as this can easily be taught and I will be available for the foreseeable future to offer guidance and support and help in any way I can.

If you would like further information or to discuss this please do not hesitate to contact me.

Carole Moore  
Beccles U3A Treasurer

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