

## **JOB OUTLINE FOR 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 three consecutive years.

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. Advise the Executive Committee on matters concerning finance.
9. Reviewing quarterly financial returns from interest groups and giving feedback to the Interest Group Coordinator.
10. Prepare the Annual Accounts for External Examination.
11. Present the Annual Accounts to the Annual General Meeting.

March 2015