

DEPUTY TREASURER

THE PURPOSE OF THE POSITION

To support the Treasurer during busy periods and to cover absence.

To cover absence of the Groups Finance Officer.

RELATIONSHIP WITHIN THE COMMITTEE

- Liaise regularly with the Treasurer and Groups Finance Officer

OUTSIDE AGENCIES

Local Council - Uttlesford District Council (UDC) & Great Dunmow Town Council (GDTC)

Stansted Airport - Stansted Airport Community Fund

U3A - Nationally- The Third Age Trust (TAT)

Charity Commission- CC

Local venues hired by Groups

DUTIES AND RESPONSIBILITIES

- To keep abreast of all U3a financial matters so as to be in a position to step in to cover absence of the Treasurer at any time.
- During such absence, duties and responsibilities will be those outlined in the Treasurer job description attached to this document.
- To assist the Treasurer in the preparation of budget scenarios to be reviewed by the committee
- To assist the Treasurer in the preparation of year end returns – charity commission financial return, gift aid return and statement of accounts for examination at the AGM
- In the absence of the Groups Finance Officer, to receive monies from Group Leaders and make payments on their behalf and to provide the Group Leader with a statement of their group's funds.

KNOWLEDGE AND SKILLS

- Computer literate with working knowledge of Excel and database financial book keeping systems
- Previous knowledge of minor accounting / book keeping.
- Good communication, and attention to detail.

GENERAL COMMITTEE RESPONSIBILITIES

None

February 2020