

## **JOB ROLE      GROUPS FINANCE OFFICER**

### **THE PURPOSE OF THE POSITION**

To support the smooth running of all Groups by working with the Group Coordination team to assure compliance with Dunmow U3A policies and Third Age Trust guidance, particularly in relation to financial governance.

### **RELATIONSHIP WITHIN THE COMMITTEE**

- Liaise with Treasurer and report to him/her any anomalies, overspends or signs of a stressed group (financially)
- Liaise with Group Co-ordinators regarding any potential overspends and queries directly related to the Groups' activities e.g venue bookings.

### **OUTSIDE AGENCIES**

Dunmow Town Council  
Foakes Memorial Hall charitable Trust  
Rowena Davey Centre  
Priors Green Hall  
Barnston Village Hall  
Dunmow Hub  
External instructors/speakers  
Other designated venues

### **DUTIES AND RESPONSIBILITIES**

- Check and pay all invoices directly related to Group expenditure
- Bank all group fees received from Group Leaders
- Record all transactions on Beacon
- Provide a statement of the Group account to that Group Leader
- Reconcile all Group transactions to the bank statement
- Notify Group Co-ordinator and Treasurer of any anomalies or potential overspends
- Identify expenditure that should be dealt with as start up costs or capital equipment
- Identify Groups that are not being controlled financially in accordance with Dunmow U3A policy, and assist Group Coordinators team in seeking resolution.

### **KNOWLEDGE AND SKILLS**

- Computer literate with working knowledge of Excel
- An eye for detail

- Previous experience of cash handling and invoice processing an advantage but not essential

**GENERAL COMMITTEE RESPONSIBILITIES – none**

February 2020