

ROLE DESCRIPTION – HONORARY TREASURER

The Honorary Treasurer is an Officer and Trustee of the Charity and is hence a member of the Management Committee.

Job Overview

The purpose of the role is two-fold:

- To support the committee by providing financial advice as and where necessary. This will include advising on any changes to the charity's policies, practices, or procedures, which may become necessary because of advice emanating from either the Third Age Trust or the wider community.
- Maintain accurate records of the financial affairs of the charity and report these on a regular basis to the management committee.

Responsibilities and Duties

- Maintain, using Beacon or other appropriate tool, an accurate record of all receipts and payments of the charity.
 - Make payments either by cheque or Faster Payment, whichever is most appropriate.
 - Deposit all Cash and Cheques received from whoever on a timely basis.
 - Reconcile deposits made by the Membership Secretary with the entries in the financial system.
 - Keep evidence of all payments and receipts for subsequent examination by the Independent Examiner.
- Report the financial situation of the charity prior to each committee meeting.
 Using both a commentary and a table of the year-to date figures.
- Reconcile Beacon to the Bank account(s) monthly.

- Prepare the annual Income and Expenditure statement and report thereon to both the committee and the AGM.
- Submit the annual Income and Expenditure statement to the Independent Examiner (IE).
- Implement any appropriate recommendations made by the IE.
- Liaise regularly with the Membership secretary to ensure that the 'Membership' account balance is zero or close to zero.
- Prepare and report the annual budget to the November committee meeting.
- Complete the annual return to the Charity Commission.
- Maintain the details of the charity on the Charity Commission website.
- Perform any other activities of a financial nature which may arise.

RHW Morgan ACMA

February 2021

Date agreed by the Committee

2nd March 2021.

Review date

1st March 2022.