

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.

