



HASTINGS & ROTHER U3A

TREASURER'S ASSISTANT

DUTIES AND RESPONSIBILITIES

The role of the Treasurer's Assistant is primarily to work alongside the Treasurer. The Treasurer will act as mentor to ensure all relevant knowledge and skills pertinent to the H&R U3A Accounts is passed on and fully understood by the Treasurer's Assistant with a view to Role Succession. *(It is essential that the Treasurer's Assistant works towards becoming fully conversant with the job description for the Treasurer).*

The main operational tool for this Role is the **BEACON U3A ADMINISTRATION** software used by the Treasurer's Assistant. The Treasurer will simultaneously maintain the Accounts to be audited with a manual accounting system until such time as it is deemed necessary to make a full and permanent transition to BEACON.

RENEWALS

- 1) Receive completed renewal forms from the **members**.
- 2) Enter details on the Beacon system.
- 3) Send forms to **Membership Records**.
- 4) Bank cheques and monies and pass bank receipts to the **Treasurer**.

NEW MEMBERS

- 5) Receive completed application forms.
- 6) Enter details on the Beacon system.
- 7) Send forms to **Membership Records**.
- 8) Bank cheques and monies and pass bank receipts to the **Treasurer**.

ADDITIONAL DUTIES

- 9) Use Beacon to submit relevant details to Treasurer to enable the following deadlines for annualised returns and payments to be met:
 - HMRC for payment of gift aid by 14th May annually.
 - Third Aid Trust for Capitation fees.
 - SUN for their levy by 14th May annually.