

## Job Description

### **Group Treasurer Newbury u3a.**

Responsible to the Executive Committee for financial matters and for keeping financial records of the Charity.

The Treasurer's role is largely a 'doing' role for the main bank account – since there are already Treasurers for the Gardening, Theatre and Travel groups. Their activities are governed by their respective committees, and they keep their own records accordingly.

Activities (assume monitor and record) on the principal bank account (approx. 50 transactions per month):

#### **Weekly**

- Hall hire: (1) receive invoices by email (2) liaise with Halls Admin to check their accuracy (3) initiate bank payment (4) ask 2<sup>nd</sup> signatory to authorise.

#### **Monthly**

- Manage queries on membership income, event income and expenditure and sundry expenses

#### **Monthly**

- Enter bank transactions into Excel receipts/payments.

Estimated time is no more than 0.5 days per week on weekly activity plus an additional 0.5 days per month for preparing reports etc.

If interested in the Group Treasurer's role, please email Jayne, at [chair@newburyu3a.com](mailto:chair@newburyu3a.com) for further details.