

## **JOB DESCRIPTION - TREASURER**

This is a summary and is not an exhaustive list and may be amended as the needs of u3a change

In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee regardless of whether you have registered with the regulatory authorities.

Officers shall serve for a period of 3 years unless re-elected unopposed.

### **Roles & Responsibilities**

1. Maintain full and accurate accounting records showing:
  - Transactions on a day to day basis
  - Be able to report on the financial position at any time
2. Ensure appropriate accounting procedures and controls are in place and that the Preston & District u3a operates within a sound financial framework.
3. Pay authorised Expenditure e.g. Room Hire, Speakers Fees, Interest Group Expenditure etc.
4. All cheques to be signed by any two of the designated signatories
5. Act as a contact and one of signatories for any bank accounts held by Preston & District u3a
6. Prepare a financial report to be presented at committee meetings Preston & District u3a
7. Work in conjunction with the Membership Secretary
8. Comply with all Charity Commission Requirements
9. Prepare Annual claims for repayment of Gift Aid
10. Prepare an annual statement of accounts, for independent examination and presentation at the Preston & District u3a AGM.
11. Deal with any other financial matters not listed in either the Treasurer's or the membership Secretary's Job Descriptions.

### **Skills and Attributes**

1. Computer skills and access to email
2. Good communication skills
3. Pleasant telephone manner

### **Confidentiality**

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

### **Other Information**

1. Your name and phone number will appear on contact sheets held by Head Office which are sent out when they get membership enquiries.
2. They may also appear on our printed fliers and in Good Times Magazine