

A. Treasurer responsibilities:

The treasurer manages the Uu3a financial affairs, provides periodic finance reports to the monthly executive committee meetings, manages the Uu3a Barclays Bank account and prepares the year-end report and accounts. Working with the external examiner to complete the annual audit as required by the Uu3a executive committee and assurance of compliance with U.K. Charity Commission legal requirements.

B. Day to day activities include:

- 1 Maintaining accounts of Uu3a groups financial activities.
- 2 Approving and processing of all required payments
- 3 Operation of the Barclays current account
- 4 Management of the internal U3a Beacon accounting system and reconciliation with current account.
- 5 preparation of P&L and Balance sheet for monthly meetings – month, year to date , year-end forecast .
- 6 preparation of annual income and overheads budget for membership fee assessment.

C. Required experience and skills:

Book keeping and accounting knowledge basic double entry principles. Preparation of profit and loss, Balance sheet financial statements

Cash and bank account management under dual approval controls. Presentation of data and results explanation to committee.

Operation, management and development of financial controls policies and procedures.

Ideally an accounting and management background.