

TREASURER Whitley Bay University of the Third Age. 19TH May 2021

Purpose of the post:

Maintain the financial credibility of WBU3A.

Functions and responsibilities:

Maintain accurate accounting records for receipts and payments, duly supported by appropriate voucher audit trail.

Maintain an assets register, (for insurance purposes).

Ensure banking facilities are in place and signatures are maintained.

Prepare monthly account statements and annual audited Financial Statements to fulfil reporting requirements to the Executive Committee, members and the Charities Commission.

Liaise with group leaders and summarise group accounts information on a six monthly basis.

Implement any agreed audit recommendations.

Ensure adequate internal controls and procedures are in place and are in compliance with Third Age Trust guidelines.

Assist with or prepare any applications for external funding. (E.g. Local authority grants, Lottery grants).

Present a draft budget for the following year to Committee.