

ROLE NORTH DOWN & ARDS u3a

DESCRIPTION

TREASURER

The role of Treasurer is one of the vital roles in the administration of the NDAu3a with responsibility for ensuring that there are sufficient financial procedures and controls in place for all of the funds of the NDAu3a.

Summary of Duties:

- Prepare and maintain all financial records
- Maintain income and expenditure ledgers on Beacon
- Reconcile Beacon financial transactions to bank statements
- Prepare monthly Income and Expenditure statements for Committee Meetings
- Receive details of cheques/cash lodged for membership from Membership Secretary and ensure total agrees to postings on Beacon
- Receive details of cheques/cash lodged from Groups for rent of halls
- Ensure all payments are approved and paid promptly
- Ensure an Expenditure Form is completed for all payments
- Operate online banking and act as one of the signatories on the NDAU3A bank accounts
- Maintain Fixed Assets register of equipment
- Prepare end of year accounts for Auditors and ensure accounts are audited before AGM
- Ensure Gift Aid payments are recorded
- Claim Gift Aid annually from HMRC online

This description is not intended to be all-inclusive. The post holder may be asked to undertake other duties to meet the ongoing needs of NDAU3A.

Agreed by the Committee
October 2023