

North Down and Ards U3A

Role Description

Treasurer

The role of Treasurer is one of the vital roles in administration of NDAU3A and the office holder must be a member of the Executive Committee.

Duties

- Ensure that all income and expenditure conforms with the aims and purposes stated in NDAU3A's constitution
- Prepare and maintain all financial records
- Maintain comprehensive income and expenditure registers
- Reconcile income and expenditure to the relevant bank statements
- Maintain a permanent record of bank and reconciliation statements
- Prepare monthly statements for Executive Committee meetings
- Bank all cash/cheque receipts promptly
- Receive from Membership Secretary and Borough Council Premises Coordinator advice of all monies received and record and bank receipts
- Ensure all payments are approved and paid promptly (within 30 days)
- Deal with all Treasury correspondence
- Act as one of the three signatories on NDAU3A Bank Accounts
- Update Bank Accounts signatories as required
- Prepare End of Year accounts for auditor
- Ensure Accounts audited before AGM
- Submit an annual financial report to the AGM
- Periodically review all banking and investment arrangements to ensure that service and returns are appropriately maximised, bringing conclusions/recommendations to the Executive Committee for consideration
- Constantly review and ensure charitable status is up-to-date and that all regulatory requirements are complied with
- Ensure Gift Aid payments recorded are accurate, with adequate documentation to satisfy regulatory body
- Soon after appointment, ensure online account with HMR&C for the purpose of submitting Gift Aid claims
- Submit Gift Aid claims to HMR&C
- Act as an effective member of the Executive Committee.

NOTE: This position description is not intended to be all-inclusive. Post holder may be asked to undertake other related duties to meet the ongoing needs of the North Down & Ards U3A.

Agreed by the Executive Committee on 1 February 2019

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