

JOB TITLE

Treasurer

THE PURPOSE OF THE POSITION

To support the Trustees by ensuring that all financial matters are fully recorded and handled in such a way as to meet the conditions of the Charity Commission, the Third Age Trust and the HMRC.

RELATIONSHIP WITHIN THE COMMITTEE

Report to quorate Committee meetings on all financial transactions undertaken in the name of u3a Great Dunmow, and obtain Committee verification of any new or revised financial strategy that may arise.

Between meetings to liaise as necessary with:

- Chair – liaise regarding overarching financial strategy for u3a Great Dunmow, or in respect of individual issues requiring immediate action.
- Vice Chair(s) – keep informed of any developments in the overarching financial strategy for u3a Great Dunmow
- Secretary – liaise regarding financial and administrative matters for u3a Great Dunmow, or in respect of individual issues requiring immediate action.
- Groups Coordinator– Liaise regarding the capital and revenue funding of groups and their activities, financial standards to be complied with by group Leaders, the associated petty cash arrangements, and the repatriation of surpluses. Agreeing individual group budgets and obtaining committee approval for capital expenditure (e.g. equipment) as required.
- Outings Coordinator– Liaise regarding the revenue funding of events and excursions, financial standards to be complied with, the associated petty cash arrangements, the repatriation of surpluses and minimising the opportunity for losses. Agree individual event or excursion budgets and notify committee where enabling loans are given, e.g. in respect of anticipated expenditure (e.g. purchase of tickets).
- Membership Secretary – Liaise on the maintenance of an accurate and up to date record / database of members and their details. Confirm membership fees and other related income from member(s) are recorded.
- Immediate reference to the Officers of the Committee is required where an unplanned event significantly challenges the budget, agree corrective action, including reliance upon Reserves, and report the incident in full to the next Committee meeting

OUTSIDE AGENCIES

Local Council – Uttlesford District Council (UDC) & Great Dunmow Town Council (GDTC), Stansted Airport – Stansted Airport Community Fund, U3A – Nationally– The Third Age Trust (TAT), Charity Commission – CC

DUTIES AND RESPONSIBILITIES

- To ensure that all financial transactions undertaken in the name of u3a Great Dunmow, and its trading subsidiary covering social events and activities are reported and recorded including membership subscriptions, gift aid, grants, payments to TAT, committee expenditure, group and social event income and expenditure.
- To secure and maintain Charitable Status.
- To support funding bids, including Gift Aid, to external organisations, securing available monies, and meeting the governance and reporting protocols associated therewith.
- To establish and maintain bank accounts for U3A Great Dunmow, and its trading subsidiary and to make recommendations on cheque signatories for committee approval
- Maintaining a £5000 income Per Annum
- To provide secretary with financial input for the CC annual Return
- To recommend the level of subscription to be paid by the members by preparing detailed budget scenarios to be reviewed by the committee
- To monitor income and expenditure and report, at least quarterly, all actual income and expenditure against budget, explain deviations from budget and recommend, after consultation with the relevant committee member(s) what corrective action would be appropriate in the circumstances.
- At year end
Arrange inspection of accounts by independent examiner
Prepare financial statement for charity commission
Prepare and submit gift aid return
Present statement of accounts for examination to the AGM

KNOWLEDGE AND SKILLS

- Computer literate with working knowledge of Excel and database financial book keeping systems
- Previous knowledge of minor accounting / book keeping. The Treasurer function for u3a Great Dunmow is not overly complex, but there will be a lot of transactions to be recorded cross checked and related to other information.
- Good communication, and attention to detail.

GENERAL COMMITTEE RESPONSIBILITIES

As an Officer of Dunmow U3A, sharing necessary decision making with Chair, Vice Chair and Secretary.

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