

ROLE DESCRIPTION – Treasurer of Lincoln u3a

Responsibilities

- Oversee the finances of Lincoln u3a.
- Be responsible, with the Committee, for Lincoln u3a's money, ensuring funds are secure, properly used and accounted for.
- Provide quarterly updates to the Committee.
- Be committed to running a successful u3a for the benefit of our members.

Skills

- Have a basic understanding of how u3as operate and manage finances
- Be able to explain financial information in a clear way to the committee.
- Possess good IT skills.
- Be a team player who enjoys working with others.

Key Tasks

- Receive and bank all monies, monitor all bank accounts and check and reconcile all bank statements.
- Issue payments by cheque or online payments when required.
- Keep accurate financial records in a handwritten ledger and also on Beacon.
- All receipts and invoices to be kept and filed.
- Ensure records are kept for six years.
- Ensure that all Lincoln u3a's financial obligations are met quickly and efficiently.
- Ensure that any grants or funds received for specific purposes are designated as restricted funds and appropriately spent.
- Answer questions from members on Lincoln u3a's financial position.
- Ensure the list of authorised signatories is maintained and updated as required.
- Ensure financial transparency and accountability.
- Present the examined year-end accounts at the AGM
- Ensure that any recommendations from the examiner are implemented.

Support provided

- Help from experienced and current committee members.
- A good handover and support from the outgoing Treasurer.

Notes

- The Social Secretary collects and banks all monies for the Social Group.
- The Chairman keeps a record of assets and liabilities of the branch.