



Islington U3A

Job Description

Officer Role - Treasurer

Rev 2.0

Purpose:	To maintain financial accounts for iU3A complying with Charities Acts requirements
Core duties:	Maintain iU3A accounting records on Excel, including details of all payments and receipts, with appropriate breakdowns between iU3A's different accounts and separate breakdowns for individual Groups
	Pay cheques etc into bank account and initiate all payments (whether by cheque or online) for approval by second authorised signatory
	Maintain Paypal account
	Arrange transfers between bank accounts as necessary
	Prepare monthly management accounts for presentation at monthly Executive Committee meetings
	Prepare annual accounts and arrange for their examination by Independent Examiner
	Prepare budgets as required, including to assist in setting annual subscription level
	Act as iU3A's representative in dealings with HMRC, including making gift aid reclaims (if relevant)
	Act as iU3A's representative with Charity Commission, including keeping registered details up-to-date and preparing, obtaining Executive Committee's approval of and submitting Charity Commission annual return
	Responsible for giving effect to Executive Committee's financial controls and submitting to Executive Committee each year a review of those controls
	Back up all financial information to Dropbox at least once a month.
	Attend EC Meetings and support actions arising.
Other possible activities:	Activities arising from EC meetings
Skills and experience required:	Good numeric skills and record keeping. Familiar and capable with spreadsheets. An accounting background is not essential but would be a bonus.



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Role Exclusions:	n/a
Accountable To:	Executive Committee



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