

Role description – Treasurer

Role summary

1. To operate the finances of Bu3a with competence and integrity, in line with Charity Commission regulation, Banking regulation, TAT good practice, the Bu3a constitution and policies, and the wishes of the Bu3a Trustees and Membership.
2. To take day to day responsibility for Bu3a's finances.
3. To ensure financial resources meet the present and future needs of Bu3a by managing income and expenditure on a weekly, monthly, and annual cycle.
4. Ensure financial probity and security, including against fraud.

Main responsibilities

The responsibilities below are in addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Although some financial tasks are delegated, the Treasurer must have visibility and overall control of income and expenditure at all levels of Bu3a.

1. Ensure Bu3a has the appropriate bank accounts, managing the relationships with the bank, oversight of all income and expenditure including money held by Groups.
2. Work with the Membership Secretary to ensure membership subscriptions are processed promptly.
3. To provide regular finance reports to the Trustees on the financial position of Bu3a (typically to committee meetings) and answer promptly ad hoc financial queries from Trustees, Members and Coordinators.
4. Support Trustees in decision making on subscription rates.
5. Secure Trustee agreement to investment decisions and reserves policy.
6. Record keeping of transactions.
7. Transactions are completed promptly and according to any Bu3a policy.
8. Claiming Gift Aid and grants at Organisation or Group level.
9. Ensuring any ringfenced money and restricted funds are spent in line with agreements.
10. Organizing the annual inspection of accounts and present a statement of Bu3a's financial position at the AGM.
11. Ensure a comprehensive handover to successor.