



## 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 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. To ensure financial resources meet the present and future needs of Bu3a by managing income and expenditure on a weekly, monthly, and annual cycle.
5. Review membership subscriptions and support Trustees in decision making on subscription rates.
6. Secure Trustee agreement to investment decisions and reserves policy.
7. To ensure effective measures, controls and procedures are put in place which are appropriate to Bu3a to safeguard funds and ensure financial probity and security, including against fraud.

### Main responsibilities

Although some financial tasks are delegated, the Treasure must have visibility and overall control of income and expenditure at all levels of Bu3a. Treasurer tasks include:

1. Banking: ensuring 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. Record keeping of transactions.
4. Prompt lodgement of income.
5. Making payments and pursuing debt promptly.
6. Claiming Gift Aid and grants at Organisation or Group level.
7. Ensuring any ringfenced money and restricted funds are spent in line with agreements.
8. Organizing the annual inspection of accounts and present a statement of Bu3a's financial position at the AGM.
9. Ensure a comprehensive handover to successor.