

ROLE DESCRIPTION

ASSISTANT TREASURER

The Assistant Treasurer will oversee the running and management of the SUBS bank account and submit Gift Aid claims. In support of the Treasurer, the Assistant Treasurer will also assist in maintaining the bank mandate, liaising with Third Age Trust as required and reviewing the annual budget forecast.

TASKS

- Monthly reconciliation of SUBS account with necessary transaction edits
- Advise anomalies to Membership Secretary (copy in Treasurer and Beacon Administrator for info)
- When reconciliation complete, advise Treasurer accordingly
- Issue refunds to members as required
- Regular check on consistency of data entry
- Regular check on GA transactions/members
- Occasional check on repeat entries for same member
- Liaise with Membership Secretary and Treasurer as required
- Submit Gift Aid claims to HMRC
- Maintain the bank mandate
- Liaise with Third Age Trust on financial matters
- Review the annual budget forecast with the Treasurer
- On completion, carry out a comprehensive handover to the new Finance Assistant

| <i>Document history</i> | |
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