

# 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 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) and Group's Treasurer as appropriate
- When reconciliation complete, advise Treasurer accordingly
- Issue refunds to members as required
- Regular check on consistency of data entry
- Occasional check on repeat entries for same member
- Liaise with Membership Secretary, Treasurer and Group's Treasurer as required
- Maintain the bank mandate
- Review the annual budget forecast with the Treasurer
- On retirement from the role, carry out a comprehensive handover to the new Assistant Treasurer

<b><i>Document history</i></b>	
<i>November 2023 – Angela Chapman, Vicki Mottershead, Peter Arnold</i>	<i>First issue</i>
<i>February 2025 – Vicki Mottershead, Tony Paul, Rob Stansbury</i>	<i>Review and minor wording changes</i>