



ROLE DESCRIPTION - THE TREASURER

- **As one of the bank account signatories, check and pay all invoices and refund expenses and overpayments. Ensure all payments are authorised by a second signatory.**
- **Monitor all bank entries.**
- **Maintain financial transactions on the Beacon database, including all receipts, and agreed invoices and refunds.**
- **Regularly reconcile Beacon Ledger with the bank current account.**
- **Produce monthly Financial Statements and Treasurer's Report for the EC meeting and attend it.**
- **Produce annual Financial Account and Report for distribution to the membership at least three weeks prior to the AGM**
- **Make annual Gift Aid refund application to HMRC in accordance with Third Age Trust Guidance.**
- **Arrange for Annual Accounts to be examined by an independent examiner**
- **Complete annual return to the Charity Commission by the required deadline.**
- **Arrange cover for collection of members' payments at monthly meetings.**
- **Together with Membership Secretary, prepare process and timetable to inform members of annual membership renewal process, including**
 - ✓ **Emailing members to inform them of approaching year end and to explain process**
 - ✓ **Monitoring renewal payments made by Direct Debit, Bank transfer and cheque**
 - ✓ **Updating membership status in accordance with the Beacon instruction manual.**
 - ✓ **Responding to renewal payment queries**

- ✓ Making refunds to members when duplicate payments have been received
- Be point of contact for the charity commission, HMRC, bank and other financial organisations.