

Introduction:

SLu3a is managed by a committee of around ten volunteer trustees who are elected annually at our AGM. We are registered as an independent charity with the Charity Commission and operate under the umbrella of the Third Age Trust (TAT) the national u3a.

Mission: see our constitution.

Aim: To meet the interests, activity, and social needs of retired or semi-retired people.

Role description

Title: Assistant Treasurer

Purpose:

To assist the treasurer in ensuring that the South Lakes u3a finances are well managed, have financial controls (e.g. four eyes approval for payments), invoices are checked for accuracy then paid in good time, all payments have an audit trail, cashflow and reserves are managed on a prudent basis with monthly reporting to the committee on the state of the finances.

Role specification:

- Good communication skills
- Knowledge of bookkeeping / accounts (can be acquired during the post)
- Computer skills (training and support can be offered as necessary)
- Team Player

Role summary:

You will be expected

- To assist the treasurer in all aspects of the role. And to act up as treasurer as applicable.
- To second authorise all payments.
- to attend our scheduled monthly committee meetings and contribute to discussions.

Benefits: you will benefit by-

- Utilising your skills and learning new skills
- Being part of a friendly and supportive team

Related documents:

- SLu3a Treasurer Job description
- [South Lakes u3a constitution](#)