



# Area Treasurer

## 1. The role

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Purpose of Role	The Treasurer ensures that the Area remains in a healthy financial position to pursue the RA's charitable objectives. He/ She ensures that money is not spent that the Area doesn't have. The Treasurer also contributes significantly to the RA nationally by ensuring that the funds received by Area from Central Office, (or through other sources of income) can be clearly accounted for.
Duties	<p><u>Broad duties</u></p> <ul style="list-style-type: none"><li>• Monitor and manage the finances of the Area, by keeping clear records of income and expenditure and reporting regularly to the Area committee on the financial position of the Area.</li><li>• Make payments to the Groups once a quarter as agreed by Area committee; pay bills for goods and services (with a second signatory for significant amounts); reimburse Area volunteers for out-of-pocket expenses in line with the Area reimbursement policy.</li><li>• Prepare end-of-year financial statement for the Area in time for submission to Central Office around the end of October.</li><li>• Arrange for the independent examination of end-of-year financial statement in time for the Area AGM (typically between November and March)</li></ul>
Skills & Experience	<ul style="list-style-type: none"><li>• A passion for walking and an affinity with all the charitable aims of the RA.</li><li>• A methodical and organised approach</li><li>• Numerate and not intimidated by figures. Previous experience managing budgets or accounts would be an advantage.</li><li>• A commitment to the need for transparency and accountability with charitable funds.</li><li>• An understanding of and affinity with the RA as one GB-wide organisation.</li></ul> <p><u>Advantageous</u></p> <ul style="list-style-type: none"><li>• Computer-literate: able to manage figures using a spreadsheet; contactable by email; comfortable with accessing account details on the internet</li></ul>
Support available	<p>Support is available from the Finance Team at Central Office who can answer queries and questions as they arise. Extensive "Guidelines for Treasurers" are sent to all Treasurers. An induction for all new or prospective Treasurers is also available.</p> <p>More general volunteer support is available through the Volunteer Support Team at Central Office</p>

## 2. Further information

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