



Group Treasurer

1. The role

Purpose of Role	The Treasurer ensures that the Group remains in a healthy financial position to pursue the RA's charitable objectives. He/ She ensures that money is not spent that the Group doesn't have. The Treasurer ensures that the funds received from Area (or through other sources of income) can be clearly accounted for during each financial year.
Duties	<p><u>Broad duties</u></p> <ul style="list-style-type: none">• Monitor and manage the finances of the Group, by keeping clear records of income and expenditure and reporting regularly to the Group committee on the financial position of the Group.• Pay bills for goods and services; re-imburse Group volunteers for out-of-pocket expenses in line with the Group re-imburement policy.• Prepare end-of-year financial statement for the Group in time for submission to Central Office around the end of October.• Arrange for the independent examination of end-of-year financial statement in time for the Group AGM (typically between November and March)
Skills & Experience	<ul style="list-style-type: none">• A passion for walking and an affinity with all the charitable aims of the RA.• A methodical and organised approach• Numerate and not intimidated by figures. Previous experience managing budgets or accounts would be an advantage.• A commitment to the need for transparency and accountability with charitable funds.• An understanding of and affinity with the RA as one GB-wide organisation.• Computer-literate: able to manage figures using a spreadsheet; contactable by email; comfortable with accessing account details on the internet
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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