

Group Treasurer (as amended)



ramblers
at the heart of walking

FIN006 Role type:	Governance/management
Main purpose of the role:	To oversee the finances of the Group. To complete the annual budgeting process and carry out ongoing accounting, feeding in to the Group AGM and annual return to central office.
What we need from you:	An affinity with the charitable aims of the Ramblers. A methodical and organised approach. Nunerate 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. Computer-literate: able to manage figures using a spreadsheet; contactable by email; comfortable with accessing account details on the internet.
What's in it for you:	The opportunity to work as part of a team and take decisions on Group expenditure and funding requirements. To apply and develop your financial knowledge and present financial information to others.
Why you are needed:	The Group Treasurer is a key member of the Group committee and is charged with 'holding the purse strings'. They are involved in planning the Group's expenditure for the upcoming year and liaising with the Area Treasurer as necessary. They are also tasked with ensuring the accountability of the Group through ongoing accounting and annual financial reporting.
What you could be doing:	Preparing annual budgets, approving expenditure, paying bills, carrying out ongoing accounting, preparing the annual return to central office, presenting financial information (including at the Group AGM), ensuring compliance with financial policies and procedures.
Resources:	Resources are available on the volunteer section of the Ramblers website www.ramblers.org.uk/volunteer . Support is

also available from the Area Treasurer and the Finance Team at central office.

Contact:

Finance Officer (Areas and Groups)
areagroupfinance@ramblers.org.uk / 020
7339 8581

Group Treasurer role Time commitment :

Manage bank account and pay expenses etc : average say 20 mins, monthly

Prepare reports for committee : 1 hour, 4 times a year

Prepare budget for Area : 10 hours (not all at once), June/July

Prepare annual return and accounts : 10 hours, October (not all at once)

Liaise with independent examiner (group member) : 2 hours, October

Prepare report for AGM : 2 Hours, November