

Volunteer Role Profile

Volunteer Role	Group Treasurer
Volunteer Manager	Group Chair
Where you will be based	Community

Why we want you

Ramblers' members are organised into groups within areas. They hold the responsibility for the strategy and activities being carried out within their local communities. The Group Treasurer makes sure that all of the income and expenditure is properly recorded and in line with the organisation's policies.

What you will be doing

- Working with the other members of the committee to plan the group's budget for the year
- Working with the group treasurers in the area to make sure that spending plans are coordinated
- Keeping accurate records of all income and expenditure
- Making sure that all income and expenditure is in line with policies and procedures
- Regularly presenting information on the group's finances to local meetings
- Providing formal financial returns to the Ramblers' offices for audit purposes

The skills you need

- Happy working with numbers and financial information
- Confident using email and the internet and comfortable using simple book-keeping software or spreadsheets
- Organised and able to keep on top of tasks
- Able to understand policies and processes and apply them to real life

What's in it for you

- Volunteering is well planned with a clear schedule for the meetings
- Role you can fit around your own life, with most of it being done from home
- Volunteer closely with a small team of the other committee members