DUTIES

➢ Arrange for the receiving, recording and banking of all money.

➢ Arrange all payments.

➢ Check bank statements and monitor bank accounts.

➢ Maintain Cash Book and Nominal Ledger and files of supporting documents.

➢ Prepare and have audited the Group’s accounts each quarter.

➢ Prepare the Group Annual Return required by the Ramblers’ Association.

➢ Prepare a report on the year for inclusion in the papers for the Annual General Meeting.

➢ Arrange for authorised signatories for the Group’s accounts to be appointed as required and notified to the banks.

➢ Obtain quotation for the provision of coaches and with the Chairman decide on acceptance.

➢ Ensure the Group’s financial affairs comply with Charities law.

➢ Provide financial information to the Committee as required.

➢ To ensure the group is following GDPR guidance and is compliant with it.