

TERMS OF REFERENCE –BOOKKEEPER RAF COSFORD POWERED FLYING CLUB

References:

A. AP3223.

As the Bookkeeper of the RAF Cosford Powered Flying Club (PFC) you are responsible to the DOIC in concert with the CPFC Treasurer for:

1. Preparing all monies received by CPFC for submission to the current banking facility (SIF RAF Cosford)
2. Balancing Banking Records against CPFC Aircraft Technical Hours log sheets.
3. Preparation of invoices which require payment via RAF Cosford SIF accounts office.
4. Preparation of Fuel invoices for aircraft attached to CPFC.
5. Preparation and dispatch of Club Members invoices for outstanding debts they have, copy to DOIC in order that members currency cards can be turned Red.
6. Preparation of Aircraft lease payments for CPFC Aircraft Currently G-BFNI / G-COSF / G-DKEY.
7. Maintaining petty cash records including the retention of receipts for items purchased.
8. Compiling a weekly CPFC account sheet to include bank reconciliation.
9. Preparing annual accounts for audit by the nominated Club Accountant, in order that submission can be made to Companies House (CPFC Ltd).

Issued by:

Received by:

Sig: _____

Sig: _____

P Shaw
Flt Lt
OIC CPFC

C Burns
Mrs
DCFI Bookkeeper

Oct 10

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