

## **St Mary's with St Francis Church Treasurer**

Job title: Church Treasurer

Responsible to: The Vicar / PCC

Hours: Volunteer Role – Variable hours, but expected time commitment at least

five days a month, likely to be higher at budgeting and year-end times

Managing: No management responsibility

The treasurer must act as the first and primary tier of financial checks and balances; and is responsible for the proper disbursement of church funds – both restricted and unrestricted within policies established by the Charities Commission, the Church of England and the PCC.

The treasurer does not need to be an accountant – it's important that a potential treasurer has both the honesty and enthusiasm to want to do the job, and some of the following skills and characteristics would be helpful:

### **Skills and Characteristics**

- Reasonable financial competence, and the ability to maintain a basic accounts book.
- Have an understanding of the parish, its needs and challenges.
- Have a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts.
- Willingness to attend PCC meetings, not only to deal with financial matters, but also in order to be aware of the PCC's plans.
- Be in harmony with the PCC, the parish priest and the wider church.
- Be able to explain financial issues clearly, both within the PCC and to the general church membership.
- Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving.
- Meet the wider requirements of the Charity Commissioners for all trustees: i.e. not disqualified by bankruptcy or by convictions for financial wrongdoing.
- Although PCC members can be 16 or over, the bank is likely to require someone who is 18 or over. Since the role carries significant responsibility the PCC may also feel that it is appropriate to have someone aged over 18.

You may or may not have been a treasurer of an organisation before. St Marys' church Hinckley is a larger parish and therefore greater understanding of some accountancy practice will need to be acquired. We can provide training and a good handover from the previous treasurer, that will cover much of what the new treasurer will need to know.

### **Duties and Responsibilities**

- Carry out the financial decisions made by the PCC. The responsibility for both raising and spending money to meet the PCC's responsibilities lies with the PCC. The Treasurer implements their decisions.
- Draft an annual budget to assist the PCC to plan how it will fulfill its objectives for the coming year.

- Record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised.
- Monitor the PCC's finances throughout the year and alert the PCC if any difficulties are likely.
- Work with the PCC to meet all its financial obligations, especially Parish Share, clergy expenses and insuring the church buildings against fire, theft and public liability.
- Maintain, and set-up if needed, a book-keeping system.
- Prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Diocese, and complete the national financial information return.
- **Responsible to (named contact for support and resolution of any difficulties):**
- The Incumbent; Churchwardens and through them the PCC.

- **Checks Required Prior to Appointment**

- If the Church Treasurer is an elected member of the PCC (rather than an ex-officio member) they will be a Trustee. Trustees are eligible for an Enhanced DBS check.
- As the role involves the management of significant amounts of money, at least two references must have been received indicating that they have no concerns regarding the applicant's conduct and accounting integrity.

- **Safeguarding Responsibilities**

- In co-operation with the Incumbent, the PCC and the Parish Safeguarding Representative, the treasurer will:
  - Implement safe and healthy working practices
  - Risk assess all activities, especially the collection and counting of cash
  - Listen to other workers and volunteers
  - Protect him/herself
  - Tell the Parish Safeguarding Rep or clergy of any safeguarding concerns, however minor
  - Attend Diocesan Safeguarding training at the appropriate level for the role (Basic Awareness)
  - Induct and train others