

## Role: Treasurer

DBS	Not usually*
Safeguarding: Basic	Yes
Safeguarding: Foundations	Yes
Local / Leadership Pathway	
Domestic Abuse Awareness	
Safer Recruitment	
Lone Working	Yes
Food Hygiene	
Reports to:	Vicar / PCC
Date:	08 May 2024

\*Treasurer needs DBS if member of PCC, if not, then not needed.

### Role Description:

To carry out the accounting activities of the church including the payment of expenditures (mostly online), the maintenance of the financial records and the periodic reporting of the church's financial status to the PCC and the Diocese.

This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any PCC Treasurer roles and responsibilities.

### Person Specification:

To be a person of integrity, who serves in a gracious, kind and compassionate manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.

### Role Requirements:

- To be on the PCC and elected as Treasurer; or to be appointed as Treasurer and co-opted to PCC annually, or to be appointed as Treasurer but not be on the PCC.
- To be legally allowed to be a Charity Trustee (see Charity Commission website - <http://www.charity-commission.gov.uk/> ) i.e. over 18 and not disqualified because of bankruptcy or criminal convictions for financial wrongdoing.
- To be numerate and computer literate and have financial competence and accuracy (but need not be a qualified accountant)
- To have a good working knowledge of Excel or similar software.
- To be able to explain things both clearly and simply, and to be sympathetic to the views of other PCC members.
- To respect the confidential nature of the information in the Treasurer's possession.
- To accurately receive and record income from all sources and control the banking.
- To ensure money is deposited in the bank as soon as possible after it is received.
- To pay and record all items of expenditure in accordance with policies established by the PCC and ensure proper authorisation procedures are followed.

- To keep clear, accurate and adequate records with supporting documentation.
- To advise the PCC and the parish as necessary on the present and anticipated state of all parish finances, and support the PCC in its efforts to provide appropriate and clear information on parish finances to church members.
- To provide an annual budget to the PCC for their approval.
- To prepare end of year accounts for Auditor/independent examiner, and submit annual Parish Finance Return to Diocese.
- To provide a written report for the Parish Annual Report.
- To present the verified Annual Statement of Accounts etc. first to the PCC and then on behalf of the PCC to the Annual Parochial Meeting.
- To complete annual returns requested by the diocese in respect of parish income and expenditure and submit them within the timescale requested.
- To complete annual returns in respect of the Charity Commission and to submit them within the timescale requested.
- To liaise with utility companies and ensure that regular meter readings are submitted.
- To prepare energy footprint for the Diocese.
- To provide any statements to vicar and other recipients of benefits or wages as necessary under the tax self-assessment or PAYE requirements.
- To attend PCC, Standing Committee and other meetings as necessary.
- To provide general financial information to the PCC as required.
- To carry out any other duties of a financial nature as assigned by the PCC / vicar.
- To read and adhere to all aspects of the Safeguarding Policy, Risk Assessments and Health and Safety Policy