

St. Peter's Wellesbourne

Role: Church Treasurer

Role Outline: To be responsible for the Church Finances

Appointed by/Responsible to: PCC

Skills/Experience needed: This should be a lay person, preferably with some professional skill in charity accounts, typing/word processing and administration. They will need to be able to work logically and systematically in support of PCC and to be available regularly to make payments and advise on financial matters.

Main tasks:

The Church Treasurer will be responsible for:

- Maintaining the church bank accounts, reconciling all payments and receipts and entering details into the church accounts;
- Supervising the work of the cashbook clerk;
- Supervising the work of the Gift Aid Secretary;
- Making arrangements for the payment of salaries to PCC employees including the Youth Worker, Church Centre Cleaner, Organist and Parish Administrator;
- Preparing an annual budget for consideration by Finance Committee and once agreed presenting to PCC for approval;
- Arranging for all invoices to be authorised by the appropriate persons for payment and then obtaining approval for bank payments or second signatures for cheques from the churchwardens;
- Collating and preparing the annual accounts as required by the charity SORP, arranging for them to be inspected as required and producing a written report to the APCM;
- Briefing PCC quarterly and the APCM annually on the financial accounts.

Time Commitment:

The Church Treasurer will need to:

- Attend PCC (which normally meets between 6 and 8 times each year for up to 2 ½ hours);
- Attend Standing Committee (which normally meets a fortnight before each PCC meeting for up to 2 hours);
- Attend Finance Committee (approximately 4 times per year, between PCC meetings, for no more than 2 hours);
- Attend Deanery Parish Share meetings (twice per year for up to 2 hours);
- Execute above accounting function approx. 20 hours per month.

Additional Info:

The Church Treasurer will be elected at the first PCC meeting after the APCM. If no elected member of PCC is willing to serve as Church Treasurer then the Churchwardens will be required to serve in that role.

Review Date: January 2020