

## Appendix 4 : Job/Role Descriptions

### 1. TREASURER

The role of the Treasurer is, in conjunction with the Finance Advisory Board to:

- keep up to date and accurate financial records and so maintain accounting integrity.
- manage the money ensuring there is sufficient to pay the bills and maintain appropriate reserves.
- produce budgets to support the current and future work of the church.
- be open and transparent in everything that is done and report to PCC at every meeting.
- prepare the annual accounts and arrange for them to be examined or audited, approved by the PCC and laid before the APCM. This includes displaying the accounts publicly in church according to the *1969 Synodical Government Measure*.

The agreed guidelines to assist the Treasurer in carrying out their role are:

- a) The Treasurer will maintain the accounting records of the PCC and keep them up to date. The Treasurer will ensure that any computer used for these purposes is kept secure by the use of a password (or similar) and anti-hacking/virus software.
- b) The Treasurer is responsible for paying all bills and expenses promptly and ensuring funds received are banked promptly. Monies collected in services are placed in the safe in the Sacristy immediately after each service and labelled accordingly, then banked on a regular basis by an assistant cashier nominated and agreed by the PCC. Monies must be counted by two persons as a matter of procedure. The Rector, Wardens, Financial Advisory Group members and Stewardship/Gift Aid Recorder are key holders to the safe and will take the necessary steps to ensure security of the keys.
- c) The Treasurer will maintain the payroll and pay salaries as appropriate, making any necessary submissions to HMRC, and including an overview of auto enrolment for pension purposes. The Leadership Team will recommend any pay increases for employees and seek Finance Advisory Board and PCC approval for the decisions.
- d) The Treasurer will provide to PCC details of expenditure and income at each meeting apart from routine items (such as utility bills and collections or smaller incidental items (< £100)). The Treasurer will also provide details of stewardship receipts both on a year to date basis and on a rolling 12 month basis, with comparative figures for the two previous years, and amounts of parish share paid
- e) Bank accounts with the appointed bank will be held in the PCC name and any changes to the accounts will be ratified by the PCC. Two signatories from three named persons are required

for each transaction and internet banking is encouraged to minimise bureaucracy while maintaining security: There will be a minimum of 3 banking signatories including the Finance Advisory Board Chair and one Warden. Where these posts are not filled, the PCC will confirm signatories.

- f) The Treasurer will maintain several accounts – if necessary - which appropriately meet the administration of the finances the of the church. There must be provision, and evidence, for the financial support of maintenance and repair to the fabric of the church in the annual budget prepared and published by the Finance Advisory Board. There *must be separate accounts for the church and the church hall*. A separate account for charitable giving is recommended. All donations, gifts, bequests and legacies must be clearly noted and set aside for specific projects and needs of the church, following and honouring any requests made by the donors.

