



The United Benefice of Orsett, Bulphan and Horndon-on-the-Hill

Role Description – Treasurer

Responsible to:

- The Rector and the PCC

Appointment:

To be on the PCC and appointed as treasurer; or not be a member of the PCC, but be co-opted annually with full voting rights; or be appointed without voting rights if other PCC membership criteria is not fulfilled

Person specification:

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To be numerate and computer literate and have financial competence and accuracy but need not be a qualified accountant
- To respect the confidential nature of the information in the treasurer's possession
- Well organised

Key roles and responsibilities:

- To undertake treasurer training provided by the Chelmsford Diocese
- To ensure that the PCC, as an independent charity, conforms to Charity Commission guidance
- To use a hobnob email account for church business
- 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 in accordance with our insurance policy
- 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 prepare the reports and accounts for each year, pass them to the independent examiner (or registered auditor), and then 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 provide an annual budget to the PCC for their approval
- To complete annual returns requested by the Diocese in respect of parish income and expenditure and submit them within the timescale requested
- To attend PCC meetings



- To liaise closely with the Gift Aid secretary to ensure that, as far as possible, any monies received that are eligible for tax rebate are passed through the appropriate accounting/recording systems. (Basically, that any eligible funds we receive are channelled through the gift aid account to ensure we can claim back the tax element. This is appropriate where we have members sponsoring items and on normal service cash collections where the small donations claim form is used).
- To provide general financial information to the PCC as required
- To follow the regulations detailed in the PCC Treasurer's Handbook issued by Chelmsford Diocese
- To attend PCC and Parish events such as Away Days and Parish training

Record keeping: The PCC Treasurer's Handbook has a set of Financial Controls and procedures that the treasurer is expected to work within. These will include maintaining:

- Computerised records (any computer records must be backed up onto a memory stick or removable hard drive at least monthly)
- Files of invoices/expenses relating to the current year
- Bank statements, investment records, stewardship and gifts records, carrying out reconciliations between PCC records and bank records monthly
- Files of budget papers and sets of annual accounts and working papers
- Files for general correspondence

Other Areas of work:

- To receive gifts confidentially and to note any restrictions on the use of the gift
- To be the first point of contact with the bank/Diocesan Finance Team
- To liaise with energy negotiators for the supply of electricity and gas for fixed term contracts
- To read the gas and electricity meters and to calculate and analyse the quarterly usage
- To arrange any alterations to the bank accounts as needed e.g. change of signatories
- To arrange suitable cover whilst on holiday
- To collect funds received immediately at the conclusion of any separate events e.g. summer fair. Make certain that the money is counted by two people and recorded on the Benefice Sheets in accordance with insurance procedures. For the protection of the treasurer and in line with Charities Commission Guidelines, money should not be counted at home
- To carry out any other duties of a financial nature as assigned by the PCC

Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role
- To undertake an enhanced DBS check
- To undertake on-line C0 and C1 basic safeguarding training
- To complete a Charity Trustee Eligibility form

Regular Routines to be Carried Out:

Weekly

- Keep records of any cheque payments – attach bills, notes or expense claim forms where received.
- Keep records for direct debit payments on bank account – e.g. electric, gas, council tax, insurance, Diocese.
- Keep records for notified cash and cheque receipts – pledged giving, collections, funeral and wedding fees, donations, magazine sales, hall rental, pledged giving, standing order receipts.
- Raise cheques as necessary – ensure expenses forms are completed properly.
- Despatch cheque payments – many may require remittance advice.
- File all documents.
- Pay in cheques received directly by treasurer.
- Bank all money with the bank or arrange for someone to do this.

Monthly

- Reconcile bank accounts.
- Set up and monitor payments for cleaner, where appropriate.
- Reimburse expenses upon receiving receipts and a claim form.
- Record payments for organist and clergy expenses.
- Reconcile planned giving statement with bank receipts.

Quarterly

- Prepare financial note for PCC meetings - including giving figures, expenditure figures, building fund and other significant funds/projects and any trends the PCC needs to be aware of.
- Read gas and electric bills and calculate and analyse usage.

Annually

- Check and amend new service fee list and fees for weddings and funerals (December).
- Prepare figures for PCC annual budget (January).
- Liaise with and prepare annual accounts and schedules for Independent Examiner (January).
- Prepare annual accounts and report for APCM (February).
- Prepare annual return for diocese (March).

