**Purpose of role:**

To be an integral part of enabling the mission and ministry of [INSERT PARISH/PCC NAME] by ensuring that all aspects of the Parochial Church Council (PCC) finances are well managed. Together with all the churches of our diocese, we are asking God for a bigger church so that we can make a bigger difference and we are focusing on four priorities: introducing people to Jesus, deepening discipleship, developing Christian leaders, and working for justice.

You will work closely with the Vicar/PCC Chair to ensure that the PCC’s finances are managed according to the processes laid down, meeting all legal requirements and that all financial data is provided in a timely manner. In addition, you will be asked to encourage the development of best-practice in the areas of regular automatic giving (PGS), stewardship, legacies, budgets and digital giving (supported by the diocesan resources department).

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific:**

* 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 its decisions.
* Liaise with the PCC to draft an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year.
* Advise on the PCC’s reserves and liaise as necessary with the PCC about investment policy.
* Monitor the PCC’s finances throughout the year, and alert the PCC if any difficulties are likely. Present regular reports on the PCC’s financial position.
* 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.
* Ensure that appropriate financial systems and controls are in place.
* Ensure that all financial transactions are properly authorised, recorded and in a timely manner, e.g. reimbursements.
* Ensure compliance with relevant legislation and that finances are conducted according to the following guidelines:

<http://www.parishresources.org.uk/resources-for-treasurers/>

Introductory Guide for New Church Treasurers (ACAT 2017)

* Be open and transparent in everything that is done.
* Prepare the annual financial statements for approval by the PCC (February each year), send them to the Independent Examiner (March each year) and submit them in (April each year), ensuring that they comply with current Charity Commission requirements and timescales. Ensure that the PCC Secretary has a fully signed set of accounts after they are approved for storage.
* Liaise with the independent examiner as required.
* Report to the Vicar/Chair of PCC.
* Raise awareness and encourage membership of the Parish Giving Scheme.
* Creatively think about other ways of giving and propose them to the PCC, e.g. digital and contactless giving.
* Support good stewardship practice and raise awareness of legacies.

**Commitment required:**

The Treasurer will work closely with and is supported by the Parish Finance Team, which includes: one cashier, one bookkeeper and the Parish Gift Aid Secretary. Some of the implementation aspects of this role can be delegated to others under your supervision.

Some financial knowledge and experience is desirable, but a formal financial qualification is not required. Wherever possible the post holder should attend all PCC meetings. The Treasurer is usually a member of the PCC, but the post holder could still serve if s/he is not eligible or does not wish to become a member of the PCC.

The Treasurer will be appointed yearly at the first meeting of the year; ideally, the post holder will stay in post for a three-year term. However, the post holder should always feel free to talk to the Vicar/Chair of the PCC at any point to discuss adjusting or continuing in this role.

This role is voluntary.