

Job Description

Church Treasurer

Job title:	Church Treasurer
Responsible to:	The Vicar / PCC
Hours:	Volunteer Role – Variable hours, but expected time commitment at least five days a month, likely to be higher at budgeting and year-end times
Managing:	No management responsibility
Annual leave:	Not applicable

Purpose of the Job

The Church Treasurer is a volunteer role to manage the financial performance and administration of St Peter's Church.

The Church Treasurer will serve as the formal point of contact for St Peter's Church with external parties, including but not limited to HMRC, banks, pension providers, investment managers, Winchester Diocese and external examiners.

The Church Treasurer will be a member of the PCC and will attend meetings of the PCC, Standing Committee and Finance Committee, reporting on financial performance and advising on all financial matters.

The Church Treasurer will co-ordinate the annual budgeting process for St Peter's, with appropriate input from the Business Board Finance member (BB(F)), and present budgets to the Finance Committee and PCC for approval. They will also co-ordinate the year-end process and collaborate with external examiners to produce and present the Annual Report and Accounts for St Peter's.

The role of Church Treasurer carries no direct responsibility for the finances of the two St Peter's businesses but requires close liaison with the BB(F), on a regular and ad hoc basis, for example in relation to annual budget preparation.

The Church Treasurer should support the Christian values of St Peter's Church and be committed to the delivery of its Christian mission.

General Duties

- a) Produce and present annual budgets for the St Peter's Church organisation as a whole.
- b) In collaboration with the external examiners, produce and present the St. Peter's Annual Report and Accounts. This will include an annual presentation at the St. Peter's APCM.
- c) Assist the Office Manager with completion of the financial aspects of annual returns submitted to the Charity Commission and Church of England.
- d) Oversee and assist with the Church-related financial outputs of the Office Manager's role, including monthly financial reports, payroll and related submissions, Gift Aid claims and quarterly VAT returns.
- e) Monitor overall progress against Church income and expenditure budgets and prepare re-forecasts for the year when actual performance differs significantly from budget.

- f) Review and authorise, in line with St Peter's financial procedures, proposed Church expenditure that is either unbudgeted or exceeds approved budgeted amounts. Ensure proper consultation with subject matter experts, as appropriate.
- g) Liaise with the Office Manager on a regular basis to monitor Church bank balances, ensuring that sufficient funds are available to meet forthcoming payments and that there is accurate allocation of funds between general Church accounts and designated funds such as Land.
- h) Maintain detailed confidential records of all giving by individual donors and prepare annual summaries of totals donated and Gift Aid claimed.
- i) Work collaboratively with other parts of the St Peter's Church organisation, in particular the Vicar, Wardens, Office Manager, Buildings & Facilities Manager and BB(F).

Experience and skills

- a) The Church Treasurer should have experience of working in similar financial or accounting roles. They should preferably hold an accounting or bookkeeping qualification, although this is not a strict requirement of the role.
- b) The Church Treasurer should be highly numerate, and skilled at using spreadsheets and accounting software.
- c) The Church Treasurer should be able to demonstrate strong communication skills, both written and verbal.
- d) The Church Treasurer should have a collaborative approach and style that enables them to work successfully with others.