

Volunteer Role Description TREASURER	
<p>The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.</p> <p>The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.</p>	
Name of church/body	St Barnabas Church, Swanmore
Role title	Treasurer
	<p>The 'Church Representation Rules 2020' (Part 9 – Rule M20(3)) state: “The PCC may appoint one of its members as Treasurer or two or more of its members as joint Treasurers; but if it does not, it must –</p> <ul style="list-style-type: none"> (a) Arrange for the office of Treasurer to be discharged by such of the churchwardens as are members of the PCC or, if only one of them is a member, by that one solely, (b) Or appoint some other fit person. Where the person appointed Treasurer is not a member of the PCC, he or she does not become a member merely as a result of holding the office in question but may be co-opted under Rule M15(1)(k). <p>The Church of England has no formal guidelines as to who a Treasurer should be, the role is usually carried out by a volunteer. Treasurers may be paid, but if so they cannot be a member of the PCC as Charity Trustees are not usually allowed to be paid. In this case the employed Treasurer could be a non-voting attendee, or there could be a PCC member as “Treasurer” with a paid bookkeeper who carries out the day to day Treasurer duties.</p>
Main purpose of the role	<ul style="list-style-type: none"> • To support the Parochial Church Council (PCC) in making financial decisions, accept and pay monies on behalf of the church, monitor the PCC’s finances throughout the year and alert the PCC if any difficulties are likely. • To 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) • The responsibility for both raising and spending money to meet the financial affairs of the Parish lies with the PCC. The Treasurer does the work on behalf of the PCC. • The PCC is an Independent Charity, and will need to conform to Charity Commission guidance. Treasurers should keep PCC members aware of their duties as Charity Trustees.
What you will be doing	<ul style="list-style-type: none"> • Carry out the financial decisions made by the PCC. • Assist the PCC in setting its annual budget, monitor the PCC’s finances throughout the year, and alert the PCC if any difficulties are likely. • Inform the PCC at regular PCC meetings as to the financial position set against the budget and present regular reports on the PCC’s financial position. • Ensure that there are essential controls and procedures in place for the proper management of funds. • Be open and transparent and record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised. This includes ensuring received income is recorded and banked in accordance with procedures and payment of all items of expenditure in

	<p>accordance with procedures.</p> <ul style="list-style-type: none"> • To confirm monthly bank statements. • Comply with General Data Protection Regulations. • Respect the confidential nature of the information in the Treasurer’s possession. Maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving. • 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. • Make provision for appropriate insurance cover for all church related activities undertaken in the name of the PCC which involve children and adults. • Ensure adequate records documenting the different funds held by the PCC and what they can be used for, including the assets of the church for accounting purposes e.g. parish computer, parish owned house. • Assist the PCC in writing and reviewing its reserves policy. • Prepare the annual accounts each year in line with The Charity Commission requirements for submission with all the necessary supporting documentation to the Independent Examiner (Liaise with the independent examiner as required). Approved and audited accounts are then included in the APCM report. • 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) • Ensure the recording of planned giving and the timely claiming of gift aid for all giving. • Encourage the Wider Mission of the Church. • Have a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts. • Work closely with and supported by the Parish Finance Team. • Be compliant with St Barnabas Church Safeguarding Policy and Practice. • Be compliant with St Barnabas Church Safer Recruitment Policy.
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When and where you will be doing it	<p><u>Time commitment:</u> As the role requires.</p> <p><u>Place of work:</u> Home address, church office or elsewhere by agreement.</p> <p><u>Report to:</u> Incumbent /Chair of PCC.</p>
Disclosure & Barring Service (DBS) and Wider Requirements	<ul style="list-style-type: none"> • The post of Treasurer is not eligible for a criminal record check unless combined with the duties of a PCC Trustee. • This DBS check needs to be renewed every 3 years unless avoided by subscribing to the on-line DBS update service. • Meet the wider requirements of the Charity Commissioners for all trustees: i.e. Not disqualified by bankruptcy or by convictions for financial wrong doing. • Although PCC members can be 16 or over, the bank is likely to require someone who is 18 or over. Since the role carries significant responsibility the PCC may also feel that it is appropriate to have someone aged over 18.
Who you will be responsible to	St Barnabas PCC
Training requirements	<ul style="list-style-type: none"> • Most dioceses offer some training to new treasurers, and a good handover from the previous treasurer will cover much of what new treasurers will need to know. • The Church of England training requirements for this post can be found at: https://www.portsmouth.anglican.org/safeguarding/training/ • The highest level training, needs to be refreshed every three years
Support you will be given	The Chair and PCC provide a supportive, inclusive and positive environment that ensures you enjoy your volunteering and that you are treated with respect and courtesy and provided with support, supervision and training.
General information	<ul style="list-style-type: none"> • This role is voluntary unless PCC agree to it being a paid role. • The volunteer would be appointed by the PCC after meeting the Church of England Safer Recruitment requirements. • The post holder should always feel free to talk to the Incumbent or Chair of the PCC at any point to discuss adjusting or continuing in this role. • This post is subject to a satisfactory probationary period of 3 months. • This Role Description is binding in honour only, and it does not create a legally binding contract.

Created by:	Date PCC approved:
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