

The Benefice of Hatfield St Lawrence

Welcoming all. Caring for our community. Nurturing faith in Christ



Oversight Minister: The Revd Chris Bishop

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Role description for PCC Treasurer

Role: To oversee the accounting activities of the church including the payment of expenditures, the maintenance of the financial records and the periodic reporting of the church's financial status.

This role description must be read in conjunction with any guidelines and rulings issued by the Church of England on any PCC Treasurer roles and responsibilities.

Role Requirements:

- To be a person of integrity, called by God and approved by St Lawrence church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.
- To attend meetings of the PCC
- To be a member of the Finance Group
- To be legally allowed to be a Charity Trustee i.e. over 18 and not disqualified because of bankruptcy or criminal convictions for financial wrongdoing.
- 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.

Key Roles and Responsibilities:

- To oversee and work alongside the Cashier.
- To oversee the following:

- Accurate receipt and recording of income from all sources and control of the banking.
- The recording of items of expenditure in accordance with policies established by the PCC and ensure proper authorisation procedures are followed.
- The keeping of accurate and adequate records and 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, through the preparation of quarterly accounts.
- To prepare the reports and accounts for each year, and 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 Church 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 complete annual returns in respect of the Charity Commission and to submit them within the timescale requested.
- Reconcile all Investment and Deposit accounts.
- To provide general financial information to the PCC as required.

Recordkeeping:

The PCC has a set of Financial Controls and procedures that the treasurer is expected to work within. These will include overseeing the maintenance of the following tasks:

- 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 on a monthly basis
- Files of budget papers and sets of annual accounts and working papers
- Files for general correspondence

Other Areas of work: to oversee the following

Gift Aid:

The recording of gift aid contributions accurately with a clear audit trail and the submission of claims to HMRC at intervals not less than 3 monthly.

- The sending each donor an annual itemised statement giving a summary of all donations made during the previous tax year if requested.
- Accurate recording of all gifts in accordance with government regulations (Gift Aid, Charities Commission Regulations and Church of England requirements).
- Receipt of gifts confidentially and the noting any restrictions on the use of the gift.

Other Areas of work:

- To be the first point of contact with the bank/diocesan finance team.
- To arrange any alterations to the bank accounts as needed e.g. change of signatories.
- To carry out any other duties of a financial nature as assigned by the PCC.

Reports to: The Incumbent

Agreement: I agree to being the PCC Treasurer at St Lawrence Church, under the supervision of the Incumbent.

I agree to comply with all aspects of the Safeguarding Policy: recruitment and training requirements; and all other church policies.

Name _____

Signature_____

Incumbent Signature:_____

Date:_____