EMMANUEL
loughborough

CHURCH TREASURER

ROLE DESCRIPTION AND PERSON SPECIFICATION

Responsible to:	The Chair of the PCC
Oversees:	Finance team volunteers
Basis and status:	This is a voluntary role, integral to the effective running of the church. It is a considerable role with significant responsibilities.

ROLE DESCRIPTION

Purpose of the role

The role of a treasurer is a very important one. Not only will thousands of pounds flow through the Church's funds, but the PCC is also an independent charity and must conform to Charity Commission guidance. The Treasurer appointment is a significant step for both the PCC and the individual.

In essence, the role is to Communicate > Calculate > Report.

Responsibilities include:

- Production of annual accounts
- Production of monthly management accounts
- Filing of annual accounts with regulatory bodies, such as the Charity Commission and the Church of England
- Budget preparation and continuing oversight/monitoring
- Represent the PCC in terms of statutory regulations, finance law, and charity commission rules
- To support and advise the PCC on a regular basis and attend all standing Committee and PCC meetings
- 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 their decisions.

PERSON SPECIFICATION

Essential skills

- Significant accountancy experience and/or Charity or Church finance experience
- An understanding of the Church of England structure and procedures
- Know the 'direction of travel' of the local church – supportive of the mission and vision, and an understanding of the needs and challenges of the parish
- Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members
- Meet the wider requirements of the Charity Commissioners for all trustees: i.e. not disqualified by bankruptcy or by convictions for financial wrong doing.

Desirable skills

- Fundraising and grant application experience
- Qualified accountancy status