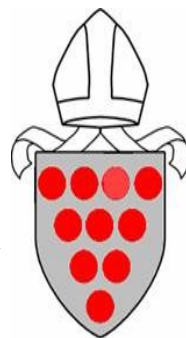


Role Outline: PCC Treasurer

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.



Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their own abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs of the people they make contact with
- Promote the rights of the individual to make their own decisions and choices, unless it is unsafe
- Ensure the welfare and safety of all
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are Safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	PCC Treasurer
Responsible to	PCC

Key Responsibilities of the Role (tasks to be undertaken)

- General accounts:
 - * Count/receive all monies/envelopes from collection at all services in Church
 - * Bank cash and cheques on a regular basis taking care not to exceed recommended levels of monies carried by single person by insurers at any one time
 - * Maintain accurate records of accounts
 - * Record all transactions (income and expenditure) in line with suggested heading in 'PCC Accountability'
 - * Ensure accounts balance with bank statements on a monthly basis
 - * Prepare financial statements for PCC meetings
 - * Prepare end of year accounts and treasurer's report for examination by examiner
 - * Report end of year accounts/summary to APCM
 - * Maintain PAYE records re salaries via Basic Tools Programme and end of year returns to HMRC
 - * Calculate/Maintain pension payments for eligible employees
 - * Submit financial returns to Church of England as required.

- Giving Envelopes and Gift Aid:
 - * Keep all records accurate and confidential
 - * Maintain Giving Register
 - * Maintain Donations programme on computer
 - * Submit regular (Quarterly) Gift Aid and GASDS claims to HMRC

Any arrangements for induction, training & support

Treasurer is appointed/reappointed each year at first PCC meeting following APCM
 There are training sessions available for treasurers via the Diocese
 Support is available from Deanery Treasurer/Diocese if required
 Attend Treasurers meetings both Deanery and Diocesan as required

Any practical arrangements relevant to the role

(e.g. process for paying expenses, times role should be carried out, provision of equipment)

Need to be numerically minded

Be able to use computer accounting programme - excel or similar

Role to be reviewed *(insert date)*

Annually

The role is eligible for a criminal record (DBS) check which is renewable every five years *(insert yes / no)*

Yes

Level of criminal record (DBS) check which is required for this role

Enhanced

