Treasurer Role Profile

Within all churches, the role of a treasurer is a very important one and here at Sunderland Minster, that is no different. Not only will you be responsible for overseeing the church finances, but the PCC is also an excepted charity and needs to conform to Charity Commission guidance. The treasurer does not need to be an accountant however it is important that they are reasonably financially competent and have the ability to maintain a basic accounts book as well as having both honesty and enthusiasm to want to do the job, and the ability to work in a timely and efficient matter.

The following skills and characteristics are also essential:

Skills and Characteristics

• Be able to explain financial issues clearly, both within the PCC and to the general church membership.

• Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving.

• Meet the wider requirements of the Charity Commissioners for all trustees: i.e. not disqualified by bankruptcy or by convictions for financial wrong doing.

• Willingness to gain an understanding of the parish, its needs and challenges.

• Willingness to attend PCC meetings, not only to deal with financial matters, but also in order to be aware of the PCC's plans.

• Be a collaborative worker, in harmony with the PCC, the Canon Provost and the wider church.

• Have a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts.

Key Tasks

• Attend most, and ideally all PCC meetings (they take place every six weeks, alternating between evening and morning times. Not only to deal with financial matters, but also in order to be aware of the PCC's plans.

• 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.

• Draft an annual budget to assist the PCC to plan how it will fulfill its objectives for the coming year.

• 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 accordance with procedures.

• Reconcile monthly bank statements.

• Ensure the recording of planned giving and the timely claiming of gift aid.

• Monitor the PCC's finances throughout the year, and alert the PCC if any difficulties are likely.

• Prepare and present financial reports to each PCC meeting. These should include Income and Expenditure, Cash Flows and Balance Sheet/Statement of Assets and Liabilities. These should be shown against the budget and for the same period the previous year

• Work with the PCC to meet all its financial obligations, especially Common Fund, clergy expenses and insuring the church buildings against fire, theft and public liability.

• Maintain a book-keeping system. Sunderland Minster uses My Fund Accounting

• With the Parish's Auditors prepare the annual financial statements for approval by the PCC and submission to the Annual Parochial Church Meeting, ensuring that they comply with current Charity Commission requirements. Send a copy to the Diocese, and complete the national financial information return.

• Submit the Annual Financial Statements to the Charity Commissioners.

• Establish and maintain complete and up-to-date wage, tax, national insurance and, if appropriate, pension contributions records. Submit PAYE and NI tax filings on time for Sunderland Minster's four paid employees. Liaising with and providing information to our external Payroll contractor.

• Ensure adequate records detailing the different funds held by the PCC and what they can be used for.

• Be accountable to the PCC

Sunderland Minster operates with part-time Administrator and full-time Director of Operations who both share the financial responsibility of invoicing clients, community groups and corporate events. The treasurer would oversee these processes as a final check and balance.

Full support and training would be given in the role.

If you are interested in applying for this role, please contact office@sunderlandminster.org.uk with a short cover letter explaining who you are, why you suit the post and any previous experience that matches the requirements of the role.