

## **Role description: PCC Treasurer, St Lawrence Parish, Eastcote**

### **The role of the PCC Treasurer**

The role of a treasurer is a very important one at St Lawrence's. Not only do thousands of pounds flow through the Church's funds, but the PCC is the executive body for St Lawrence as an independent charity and, as such, it needs to conform to Charity Commission guidance. Appointing a new treasurer is a significant step for both the PCC and the individual taking on the role and should be properly thought through on both sides. The treasurer does not need to be an accountant although, obviously some knowledge of accounting practice would be useful. It is important that a potential treasurer has both the honesty and enthusiasm to do the job.

### **Appointment of a PCC Treasurer**

The PCC would usually appoint one of its members to the Office of Treasurer but may instead chose appoint someone who is not a PCC member, with an option to co-opt that person to the PCC. (No one is barred from the role by not being a PCC member!)

### **Key relationships**

Reports to:	Parochial Church Council
Key working relationships:	Incumbent Church Wardens Parish Administrator Finance Committee Chair of Premises Committee External Accounts Auditor Willesden Area Finance Adviser Diocesan Finance Team
Chairs:	Finance Committee
Supervises / oversees:	Accounts lead (prepares annual accounts) Stewardship recorder Bookkeeper Cost coder / cheque writer Charities co-ordinator
Remuneration:	This is a voluntary position
Location:	Most of the work can be done from home, but the Treasurer will also attend PCC and Finance Committee meetings, and work with team members in the parish office.

## **Skills and Characteristics**

- Reasonable financial competence, and the ability to maintain a basic accounts book.
- Have an understanding of the parish, its needs and challenges.
- Have a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts.
- 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 in harmony with the PCC, the parish priest and the wider church.
- 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 wrongdoing.
- 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.

You may or may not have been a treasurer of an organisation before. For in larger parishes greater some understanding of some accountancy practice will need to be acquired. The Diocese of London offers some training to new treasurers, but a good handover from the previous treasurer will cover much of what new treasurers will need to know.

## **Key Tasks for a Treasurer**

The size and scope of the Treasurer's job reflects the size and complexity of the Parish and responsibilities delegated to other members of the team. Key tasks for Treasurers are usually to:-

- 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.
- Draft an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year.
- Record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised.
- Monitor the PCC's finances throughout the year and alert the PCC if any difficulties are likely.
- 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, and set-up if needed, a book-keeping system.

- 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. To send a copy to the Diocese and complete the national financial information return.

**Overview of current needs:**

The cost of approximately half of the parish's expenditure comes from income from rentals and lettings, the remainder from parish giving. A significant change over the last Treasurer's term of office was to ensure that the Parish made better use of its assets – in keeping with charity law – so that these could be maintained (rather than being allowed to deteriorate through lack of up keep). It is likely that the next five years will see the parish engage in capital projects: skills in fundraising, careful budgeting, operation of financial controls and business planning whilst not essential, would be valuable in the role. As currently organised, the Treasurer works as part of a team, so that day-to-day accounting responsibilities are shared. There is an opportunity to draw upon others' expertise and knowledge to offering strategic direction for the parish and PCC at what is likely to be a time of significant development for the parish.

JS SW EW

June 2020