

## role description

# Treasurer

## OVERVIEW OF CHURCH & ROLE

We are a charismatic evangelical Anglican church in centre of Worcester. We are one of two “resourcing churches” in the Diocese of Worcester tasked with revitalizing churches, launching new worshipping communities and helping renew the wider church. We are part of the New Wine network of churches. Our vision is two-fold: to join with God in the renewal of all things and to practise the way of Jesus in community.

We gather onsite and online every Sunday as well as in smaller midweek communities, are committed to serving the most vulnerable in our city and to sharing our faith with everyone. We partner with other churches, civic organisations and the wider community wherever possible, seen most clearly in how we run Worcester Foodbank which we started in 2012.

We are seeking to appoint a new Treasurer as soon as possible. The post is a voluntary role that also sits on our Parochial Church Council (PCC). The role of Treasurer is held by someone who is an elected member of the PCC and so needs to be a committed member and on the electoral roll of All Saints Worcester.

The complex nature of All Saints Worcester means that we are looking for someone to occupy this role who is able to provide high-level strategic oversight and direction to our finances, working closely with the Vicar and key leaders in the church on strategic projects and helping ensure that the different elements of the organisation are appropriately resourced and coordinated. To enable this, the majority of tasks associated with this role are delegated to a paid Finance Officer who reports to the Treasurer and works collaboratively with, and is line managed by our full time Operations Manager.

The successful candidate will be highly motivated, innovative, creative, and enjoy a challenge. They will be able to articulate a sense of calling to the role and a desire to help us realise our vision and strategic priorities. They will resonate deeply with our theological convictions, vision and values and enjoy working as part of a team. They will be self-aware, undefended, good at relating to and connecting with people of all ages and backgrounds, open to growing and developing both personally and in ministry.

The post holder will sit on the PCC as an active trustee of the church, and therefore must meet the prerequisites as set out by the Charity Commission and Church of England, including (but not limited to) not being disqualified due to bankruptcy, and the requirement for a DBS check.

## PERSON SPECIFICATION

### Spirituality, gifting and character

- A mature follower of Jesus – gentle, teachable, honest, responsible, loyal and trustworthy
- A prayerful disciple committed to their own spiritual formation
- A collaborative leader who enjoys working with others, empowering and releasing them
- A team player who can articulate how their role helps us further realise our vision
- Self-aware, humble and open to feedback and committed to their personal growth
- Maintains a healthy balance between ministry, rest, family and friends

## KEY RESPONSIBILITIES AND TASKS

Oversee the financial affairs of All Saints Church and ensure they are legal, constitutional and within accepted accounting practice.

- Support the financial resilience of All Saints with appropriate strategic forward planning.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor the PCCs finances throughout the year and alert the PCC if any difficulties are likely.
- Ensure all necessary financial reports, returns, annual report and accounts are produced.

- Submit annual accounts and financial records for Independent Examination or Audit.

### **Specifically:**

- Liaise with relevant staff, church leadership and Trustees (members of the PCC) and volunteers to ensure the financial viability of All Saints Church.
- Work with the PCC to meet all its financial obligations, especially Parish Share, clergy expenses and insuring the church buildings against fire, theft and public liability.
- Make Trustees (PCC members) aware of their financial obligations and take a lead in interpreting financial data to them.
- Make appropriate arrangements for secure banking and investments.
- Draft an annual budget to assist the PCC in how it will fulfil its objectives in the coming year.
- Report regularly on the financial position at PCC meetings (financial monitoring against budget, and fundraising performance etc).
- 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.
- Lead on appointing and liaising with auditors/an independent examiner.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie: bank signatories, purchasing limits, purchasing system, petty cash/ float, Payroll; Salary payments, pensions, PAYE and NI payments to HMRC, Debit and Credit Card controls, and anything else that is appropriate and necessary.
- Ensure the PCC policy on management of Debit and Credit Cards is adhered to by card holders, reporting to the PCC where there are breaches of the policy.
- Ensure proper systems for internal checking of all payments and income collection made by the Church Treasurer, the Finance Officer, or income collection by other volunteers such as Foodbank.
- Appraising the financial viability of plans, proposals, and feasibility studies.

### **Oversee the work of the Finance Officer, which is summarised as:**

- Bookkeeping duties and/or overseeing the work of any finance volunteers ensuring posting and bookkeeping is kept up to date. Maintain the processing of all transactions by Debit and Credit Cards, reporting to the Church Treasurer where issues arise.
- Maintain the petty cash system and regularly process petty cash claims.
- Maintain the payroll payments system and reporting to HMRC.
- Regularly carry out reconciliations/ oversee regular reconciliations by finance volunteers and Foodbank team.
- Arrange payments to creditors as appropriate and arrange appropriate internal checking on all Bank payments (BACS) made by the Finance Officer.
- Make the necessary arrangements to collect receipts due from debtors and ensure prompt banking of income/cash/cheques.

### **Skills and qualities required for the role:**

- An active and committed member of the All Saints Worcester church community.
- 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
- Knowledge and experience of current finance practice relevant to charities, voluntary and community organisations.
- Knowledge of fundraising good practice relevant to Church and Charities
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- Able to explain financial issues clearly, both to the PCC and to the wider church.
- Able to think strategically, lead, build relationships and be respected.
- Motivated to lead and collaborate with members of the All Saints Finance Team
- Support and promote the vision and values of All Saints Worcester and its projects (eg. Worcester Foodbank, Lightbox)

- Maintain confidentiality of givers and donors
- Understand and comply with all GDPR requirements
- Systematically review and maintain the All Saints Worcester and Worcester Foodbank Risk Registers
- Adhere to All Saints Worcester and Worcester Foodbank Safeguarding practices and procedures
- Meet the wider requirements of the Charity Commissioners for all trustees: i.e. not disqualified by bankruptcy or by convictions for financial wrong doing.