

Role Description for: **PCC TREASURER, Parish Church of St Mary Magdalene**

Name of church/body	<ul style="list-style-type: none"> Parish Church of St Mary Magdalene , Mulbarton Group of Churches
Role title	<ul style="list-style-type: none"> PCC TREASURER, Parish Church of St Mary Magdalene
Main purpose of the role	<ul style="list-style-type: none"> To manage the finances of the Parish Church of St Mary Magdalene, Mulbarton and keep its PCC advised of the financial position throughout the year
What you will be doing	<p>Mulbarton Church is relatively complex, in terms of the number of historic accounts and different funds to be managed, although considerable streamlining and simplification has taken place in recent years, and the move to the Parish Giving Scheme should help simplify Gift Aid reclaims and keeping track of giving.</p> <p>The key tasks for a Treasurers is to:-</p> <ul style="list-style-type: none"> draft an annual budget to assist the PCC to plan how it will fulfil its objectives for the coming year. Advise and 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. manage & monitor the finances of the parish of St Mary Magdalene, Mulbarton: keep the PCC advised of the financial position throughout the year (at least quarterly) and alert the PCC if any difficulties are likely. record all financial transactions carried out on behalf of the PCC and ensure they are properly authorised. work with the PCC to meet all its financial obligations, especially Parish Share, clergy expenses, utilities, water rates and telephone & broadband and insuring the church buildings against fire, theft and public liability, and claiming any gift aid due on giving and any VAT reclaims on eligible repairs & servicing. maintain 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. Send a copy to the Diocese, and complete the national financial information return. Send in annual returns to the Charity Commission.
Who you will be responsible to	<ul style="list-style-type: none"> Rector
Support you will be given	<ul style="list-style-type: none"> The diocesan finance department, Parish Giving Scheme support service, Rector and PCC will all offer support for different aspects of the role, as agreed with you
Knowledge, Skills, Experience, Attitudes & Qualifications	<p>The Treasurer does not need to be an accountant – it is more important that a potential treasurer has both the honesty and enthusiasm to want to do the job. Some of the following skills and characteristics would be helpful:</p> <ul style="list-style-type: none"> reasonable financial competence, and the ability to maintain a basic accounts book. an understanding of the parish, its needs and challenges. 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. harmony with the PCC, the parish priest and the wider church. ability to explain financial issues clearly, both within the PCC and to the general church membership. confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving. good team player able to work cooperatively & establish positive & productive relationships with PCC and other helpers self starter able to motivate & organise yourself, plan, direct & communicate activities

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Training	<ul style="list-style-type: none">• a familiarity with 'CPAS Introduction for PCC Treasurers v2' should be helpful.• The Association of Church Accountants and Treasurers (ACAT) have produced an extremely useful New Treasurers Guide online and have given permission for the Church to access it at https://www.acat.uk.com/ This provides a wide ranging overview to a range of topics of interest to new treasurers• Other information is available at https://parishresources.org.uk/resources-for-treasurers/getting-started/• Guidance from Norwich diocese can be found at: https://www.dioceseofnorwich.org/parish-support/parish_support-finance_stewardship_grants/parish_support-finance_stewardship_grants-treasurers/
Disclosure & Barring Service (DBS) Requirements	<ul style="list-style-type: none">• DBS Role: PCC Member• Check type: Basic unless in his or her wider role, the Treasurer also has access within the role to children or vulnerable adults
General information	<ul style="list-style-type: none">• As an independent charity, the PCC will need to conform to Charity Commission guidance.
Position Vacant From	<ul style="list-style-type: none">• Wednesday 15th May 2024