

Job profile

The workload and complexity of a Treasurer's job will depend on the size and activities of the parish. Notwithstanding, the following will be expected:-

- Implement the financial policy of the PCC. The finances of the parish remain the responsibility of the PCC, including raising the necessary funds and deciding how these should be spent. The Treasurer should actively participate in making these decisions.
- Draw up an annual budget for consideration by the PCC, to help the parish to decide its goals in the year(s) ahead.
- Keep records of the PCC's financial transactions, ensuring that they are properly authorised and in keeping with approved budgets.
- Keep track of the parish's finances and let the PCC know if difficulties arise or are foreseen in the future. Give regular written reports and present these in person to each meeting of the Standing Committee and PCC.
- Ensure that the PCC's financial obligations are met, including Parish Share, the clergy's expenses and insurance of church buildings (especially against fire, theft and public liability).
- Maintain a bookkeeping system (manual or computerised).
- Draw up the annual financial statements for the PCC's approval with the annual report, before these are submitted to the Annual Parochial Church Meeting.

