## Volunteer Role Outline – Church Treasurer

# Duties of the role

* Receive collections, gifts, donations, subscriptions and other moneys raised for the general church fund, the benevolence fund or the money arising for such other accounts as the Church Council may direct
* The church treasurer shall meet all financial obligations on behalf of the Church Council and present a statement of all such funds and accounts to the Church Council and to such
* committee or committees (if any) as the council may direct
* While it is not necessary for the general, model trust and benevolence funds each to have its own separate bank account, the treasurer must ensure that these funds are accounted for separately, for example using an accounting software package or Excel and to ensure the file is password protected to comply with GDPR regulations.
* On behalf of the Church Council they shall, eight working days before the beginning of each quarter, pay to the circuit stewards or circuit treasurer the sum required of the Local Church by the assessment of the Circuit Meeting.
* To be responsible to the Church Council for all financial income, for its proper use or transmission, as directed.
* To prepare and have countersigned cheques for payment of goods and services provided to the church or to use a suitable BACS system, whichever is applicable
* To pay all bills e.g. light, heat, insurance, general running expenses, payroll if applicable and for cash flow management
* To ensure all the Church organisations submit their accounts for annual audit
* To maintain accurate Church Accounts and prepare the end of year financial accounts in September, submitting these for audit and completing the required Standard form of Accounts by the date requested by the Circuit.
* To ensure the annual financial schedules are audited, approved by the Autumn Church Council and submitted online
* To plan and prepare an annual budget for the Autumn Church Council to approve, including advising on the Reserves Policy
* To file the accounting information/books/invoices/cheques and paying in stubs away fo retention for 6 years
* To ensure the congregation is kept informed of financial decisions and recommendations on a regular basis
* To attend the Circuit Meeting as a representative of their Church

**NB: In addition to the above, volunteers may from time to time be asked to undertake additional activities. In cases such as this, there should be no additional requirement to apply for a further DBS check.**

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Central Norfolk Circuit Safeguarding Policy.

# We are looking for people who have the following skills and attributes:

* A knowledge of bookkeeping/accounting and using the appropriate software

**Criminal record check- DBS**

The volunteer will need a satisfactory criminal record clearance certificate (DBS). Volunteers will be asked to provide all relevant documents for these checks. The cost of the check will be met by the Church. The procedure for applying for a DBS is on the last page of this document.

**Training and support provided:**

* Volunteers are encouraged to attend safeguarding training, Creating Safer Space- Foundation Module
* Volunteers may receive out of pocket expenses.

**Accompanying this job description, should be the following documents which all need to be completed and returned.**

**\* Volunteer agreement which should be completed, signed, and returned to the Church Safeguarding Officer**

**\* Safeguarding declaration form which should be completed, signed, and returned to the Church Safeguarding Officer**

**\*Church Safeguarding Policy which should be available in church**

**If your role requires you to have a DBS certificate, please follow this procedure: If your role requires you to have a DBS certificate, please follow this procedure:**

When you apply for a new role within the Methodist Church, or when your DBS is due for renewal, either your Church Safeguarding Officer or Circuit Safeguarding Officer will set up your application on the DDC (Due Diligence Checking) site for the role required. We aim to only use the online application as this is faster and removes the problems of incorrect data being entered.

If you have an email address, the link to complete your application will be emailed to you. Please follow the application process as directed.

If you do not have access to the internet or have an email address your Minister or Church Safeguarding Officer can input the information for you using their own email address.

You will need to input which documents you will take to be verified, all this is explained and list of documents acceptable are shown – these documents will need to be taken to your verifier and they will check the documentation matches, so it is important you input the correct dates etc. If by any chance you take the wrong documents to be verified, it can be altered as long as what is taken instead is on the approved listing.

Once your certificate has arrived, keep it in a safe place. The circuit may automatically enrol you into the update service for volunteers, please advise your church or circuit safeguarding officer if you don’t want to be signed up – although enrolling will enable us to automatically review your DBS when it is due, without the need for a reapplication.