

Lordsbridge Team Treasurer role description

Skills and characteristics

The Treasurer must have:

- Reasonable financial competence.
- Some understanding of accountancy practice. For example, they may previously have been treasurer to a PCC, club or community organisation, or may have experience of managing business finances.
- An ability to work in harmony with the Team Council, the Team Rector, and the Team's worshipping communities.
- An understanding of the Lordsbridge Team, its needs and challenges.
- An understanding of the worshipping communities that make up the Lordsbridge Team, their needs and challenges.
- An understanding of how the Lordsbridge Team fits into its wider Deanery, Diocesan and national church contexts.

The Treasurer must be:

- Willing to attend Team Council meetings, to deal with financial matters and to be aware of the Team's plans.
- Able to explain financial issues clearly to the Team Council, and be able to explain Team finances to the PCC Treasurers.
- Committed to maintaining confidentiality, particularly with respect to matters that relate to individuals e.g. personal giving or employment matters.
- Willing to communicate by email, and to use online banking services.

The Treasurer must:

- Meet the wider requirements of the Charity Commission for all trustees. They must not be disqualified by bankruptcy or by convictions for financial wrongdoing. They will be required to comply with the Team's safeguarding requirements, including an outcome from an enhanced check by the Disclosure and Barring Service that is satisfactory to the Team Council's Safeguarding lead.
- Be over 18, in order to meet the requirements of the Team's bank and because of the general level of responsibility required.

Key tasks

The Treasurer must:

- Maintain a clear, intelligible book-keeping system.
- Record all financial transactions carried out on behalf of the Team Council and ensure that these are properly authorised.
- Receive payments from PCCs and others, and pay these promptly into the Team Council's bank account.
- Work with the Team Rector to agree the Lordsbridge Team's Ministry Share commitment with the representatives of the Papworth Team Ministry (facilitated by the Deanery), and with the Diocese.
- Work with the PCC Treasurers to agree each PCC's annual Ministry Share commitment.
- Draft an annual budget to support the Team Council in planning for the coming year.
- Work with the Team Council to meet its financial obligations.
- Implement the financial decisions made by the Team Council.
- Monitor the Team Council's finances throughout the year, and alert the Team Council if any difficulties are likely to arise.
- Prepare the annual financial statement for approval by the Annual Meeting of the Team Council, ensuring that this complies with current Charity Commission requirements.
- Arrange for annual independent examination of the accounts.