



Parish of Stone, Dinton and Hartwell

Wychert Vale Benefice

The Parochial Church Council (PCC) of Stone, Dinton and Hartwell is seeking an enthusiastic individual to fill the role of Honorary Treasurer:

The Treasurer's role

The PCC Honorary Treasurer leads a team which is responsible for stewardship of the financial resources of the churches of Saint John the Baptist, Stone, Saints Peter and Paul, Dinton, and the churchyard of St Mary's Hartwell. The PCC is an independent charity, and must conform to Charity Commission guidance.

Appointing a treasurer is a significant step for both the PCC and the individual, and it should be properly thought through. The role is well-supported: we have an experienced and enthusiastic book-keeper and a Finance and Compliance sub-committee of the PCC to work closely with the appointee. The treasurer does not need to be an accountant – it is important that a potential treasurer has both the honesty and enthusiasm to want to do the job, and some of the following skills and characteristics would be helpful:

Skills and Characteristics

- An understanding of basic accounting principles or previous experience of managing the financial resources of a voluntary organisation would be useful.
- Have an understanding of the parish, its needs and challenges.
- Interest in gaining a basic understanding of how the parish fits into its wider Deanery, Diocesan and national church contexts.
- Willingness to stand for election to the PCC and attend meetings of the PCC meetings and its Finance and Compliance sub-committee, not only to deal with financial matters, but also in order to be aware of the PCC's plans.
- Be in harmony with the PCC, the parish priest and the wider church.
- Be able to explain financial issues clearly, both within the PCC and to the general church membership.
- Be able to maintain confidentiality, particularly with respect to matters that relate to individual church members; e.g. their personal giving.
- Meet the wider requirements of the Charity Commissioners for all trustees: i.e. not disqualified by bankruptcy or by convictions for financial wrong doing.
- Although PCC members can be 16 or over, the bank is likely to require someone who is 18 or over. Since the role carries significant responsibility the PCC may also feel that it is appropriate to have someone aged over 18.





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The Diocese of Oxford has a range of resources to support new treasurers who do not have previous experience of this role, and we also have a local network of PCC treasurers and assistant treasurers in the Wychert Vale Benefice.

Key Tasks for the Treasurer

Key tasks for the treasurer, in conjunction with the Book-keeper and the PCC Finance and Compliance group are to:-

- Carry out the financial decisions made by the PCC.
- Draft an annual budget to assist the PCC to plan how it will fulfill its objectives for the coming year.
- Monitor the PCC's finances throughout the year, and alert the PCC if any difficulties are likely.
- 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.
- 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.

To find out more about the role, you are welcome to speak to the Associate Rector, Revd Canon Dr Phil Groves (07875 438244), or the chair of the PCC Finance and Compliance group, Richard Smith (07584 246268)

