

Treasurer



This is an exciting role managing the income and expenditure of the church, sometimes hundreds and thousands of pounds.

You will work closely with the PCC leadership team, the Ministry team and Churchwardens. You will support others in your parish such as the Local Giving Adviser and work with your Deanery Organiser.

There is support available, including training, for Treasurers in the Diocese to help you undertake your responsibilities. We can also arrange training courses by bodies such as the Association of Church Accountants & Treasurers (ACAT) and others to help you succeed in your role. Free access to ACAT is available - please get in touch with us to benefit from our block membership.

What does a Treasurer do?

- Ensures the church operates correctly according to Charity Commission guidance
- Assists PCCs in financial planning
- Budgeting
- Balancing of the books
- Provides data to the National Church such as Parish Finance Returns
- Organises the Annual Report and Accounts and submits them to the Diocese
- Assists with procurement eg. insurance and utilities by liaising with the Parish Resources Department, Parish Buying and seeking competitive quotes to ensure best value
- Ensures accountability of all spending.

Treasurers play a vital role in ensuring the smooth running of our church finances.

Treasurer



THE CHURCH
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SUFFOLK

Who can be a Treasurer?

- You could have a finance background or previous knowledge of finance in another organisation.
- You need to have good communication skills to work with your Churchwardens, ministry team and Deanery Organiser.
- A good understanding of the structures and practices of a PCC could be useful.

Treasurer Forum

Our online Treasurers forum enables you to share best practice and resources and to build a strong network with over 100 other treasurers across our Diocese. Joining the forum takes less than five minutes and it's free!

Find joining instructions here:
www.cofesuffolk.org/Treasurer