



Peterborough Diocesan Guild of Church Bellingers

Treasurer Role Description

Role Description

- To be the financial controlled for the Guild and the point of contact in all financial matters
- To advise the Guild on matters of finance and the financial position of the Guild

Responsibilities

- To form one of the Guild Executive Committee, and act as a trustee of the Charity
- Receive and manage Guild funds
- Receive information relating to the management of Branch funds, for incorporation into Guild financial position
- Maintain an inventory of Guild property
- Review future solvency
- Report Guild position to the Charity commission and annual report
- Issue reimbursement for Guild expenses, arrange payment of Guild invoices and arrange payment of approved grants
- Apply for lottery licence (100 club) and any other related legal financial requirements
- Arranges for accounts to be subject to review
- Proposes fees for the forthcoming year for acceptance by the Guild
- Drafts affiliation letter
- Makes claims for gift aid and hold necessary information to enable that process

Limitations

- While reporting the branch funds within the overall Guild financial position, the Guild Treasurer does not have any control over the manner in which branch funds are distributed

Reports to

- Finance & General Purposes Committee
- Guild Management Committee

Main interactions

- 100 Club co-ordinator
- Peal Secretary
- Branch Treasurers
- Independent examiner
- Charity commission
- External contacts

Expectations

- Will be a suitable person to act as a trustee to the charity
- Will submit to an Enhanced DBS check and provide the results to the Guild for recording
- Will undertake safeguarding training to a leadership level through the CofE
- Will have experience or undertake suitable training in managing accounts of this scale