

Role Description:

Treasurer Trustee



Overall Responsibilities

Liaising closely with our Operations Manager and with other Trustees, this role involves:

- Overseeing the financial affairs of the organization, ensuring they are legal, constitutional and within accepted accounting practice.
- Ensuring proper records are kept and that effective financial procedures are in place.
- Monitoring and reporting on the financial health of the organisation to Antioch network Manchester Board of Trustees and others as required.
- Overseeing the production of necessary financial reports/returns, accounts and audits.

Specifically

- Liaising with relevant staff, committee members and/or volunteers to ensure the financial viability of the organisation.
- Ensuring the establishment of monitoring and evaluating systems using IT software as appropriate.
- Making fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
- Regularly reporting the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc). through verbal reports and written updates.
- Overseeing the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Ensuring proper records are kept and that effective financial procedures and controls are in place, i.e.:
 - Cheque signatories
 - Purchasing limits
 - Purchasing systems
 - Petty cash / float
 - Salary payments
 - Pensions
 - PAYE and NI payments
 - Others as appropriate
- Appraising the financial viability of plans, proposals and feasibility studies.
- Leading on appointing and liaising with auditors/an independent examiner.

Role Description:

Treasurer Trustee



Essential qualities for this volunteer role

- Knowledge and experience of current and fundraising finance practice relevant to voluntary and community organisations.
- Knowledge of bookkeeping and financial management.
- Good financial analysis skills.
- The ability to communicate clearly
- A Christian faith and a sympathetic view of both Anglicanism and church planting

Desirable qualities for this volunteer role

- Knowledge of the Antioch Network and Church Planting

How this role contributes to the Network

- Anyone fulfilling this role will help Antioch Network Manchester maintain legal and ethical standards around its finances to enable us to safely continue multiplying more churches, training more leaders and making more disciples of Jesus.

Find out more

- Please email revbenwoodfield@gmail.com to express interest or to ask for more details.