

## Role Outline

<b>Role title</b>	<b>Circuit Treasurer</b>
<b>In</b>	Lincoln Methodist Circuit
<b>Responsible to</b>	The Circuit Stewards

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### Overall Responsibility

The Circuit Treasurer is responsible for the oversight of the circuit funds and of the assets they represent. This includes ensuring that:

- a) any relevant trusts are fulfilled,
- b) all lawful directions of the Methodist Conference are implemented;
- c) the circuit funds are raised and administered in accordance with the lawful instructions of the Circuit Meeting;
- d) any relevant advice of the Charity Commission is taken into account.

### **Part 1**

#### **Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the Circuit carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.*

1. To prepare annual budgets of circuit income and expenditure for approval by the Circuit Meeting.
2. To work with the circuit administrator on all aspects relating to the financial administration and management of the circuit:
  - a. To ensure systems are in place for the maintenance and retention of supporting documentation.
  - b. To ensure the receipt of all monies due to the Circuit.
  - c. To ensure funds are available on the due date and processes are in place for the payment of ministers and probationers with regard to the stipends; any other allowances due; and all sums required to defray their expenses in accordance with Standing Orders.
  - d. To ensure payment by the seventh day of each quarter to the district treasurers of the Methodist Church Fund and the District Expenses Fund of the amounts which have been allocated to the Circuit by the Synod for those funds respectively.

- e. To discharge all other claims upon the Circuit Fund in accordance with the budget agreed by the Circuit Meeting.
3. To manage the set up and payment of lay employees remuneration in accordance with the lay worker employment guidance.
4. To advise on the contribution to be made by each Local Church towards the circuit budget in conjunction with Church Treasurers and in accordance with the agreed methodology.
5. To monitor the finances of the Circuit on a regular basis and advise the circuit stewards and ministers on all matters relating to circuit finances. This will on occasions require attendance at Circuit Leadership Team or Circuit Stewards meetings.
6. To maintain a set of Circuit Accounts in accordance with the requirements of the Standing Orders of the Methodist Church and the Charities Act 2011.
7. To close the Circuit Accounts annually on the 31st August and make an annual report to the Circuit Meeting. The accounts shall clearly indicate the financial position of all the funds at the 31st August each year, including all investments, and loans due to and from the funds.
8. To ensure that the Final Accounts are independently examined/audited as required by an independent person approved annually by the Circuit Meeting.
9. To complete the Trustees annual report and ensure it is submitted to the Charity Commission along with the annual accounts.
10. To complete the annual schedule of the Summary of Cash & Investments held by Churches and the Circuit at 31st August, and forward it to the District Treasurer together with the independently examined accounts by 31<sup>st</sup> March of the following year.
11. To keep up to date with changes in legislation affecting financial matters within the Circuit. This may include attending meetings, workshops.
12. To attend Circuit Meetings.
13. To attend twice yearly meetings of Circuit Treasurers convened by the District Treasurer at which the contributions to Connexion and the District are discussed, together with matters of mutual interest.
14. To provide support and advice to individual Church Treasurers as required. This includes an annual review of all the completed standard form of accounts and reserves policies of each Local Church.
15. Whilst not a responsibility of this position there is an expectation that the post-holder will assist as an Independent Examiner for the accounts of some churches when requested.

### **Skills required**

1. Good numeracy skills with a knowledge of Book-keeping
2. Ability to maintain a set of financial accounts to final account stage.
3. Good administrative skills
4. Good IT skills including the use of spreadsheets or an accounting package
5. Good communication skills
6. Knowledge of the Methodist Church (desirable)
7. The treasurer will usually, but not necessarily, be a member of a Methodist church.

### **Appointment**

This is an annual appointment of the Circuit Meeting, although a circuit treasurer would usually serve for a number of years. However, the appointment will be for a maximum of six years. The period of office usually begins in September each year.

### **Part 2 - Accountability:**

This role will be accountable to the Circuit Stewards, and ultimately to the Circuit Meeting

This role requires a basic DBS check