

ROLE DESCRIPTION

ASSISTANT DIOCESAN TREASURER

**Job description: To assist the Diocesan Treasurer.**

**Responsibilities:**

* In consultation with the Finance and Administration Unit Coordinator, Treasurer and budget holders help prepare the Diocese’s annual budget for submission to Trustees for approval
* To work with Treasurer and Diocesan Secretary to send end of year annual returns forms to branches together with information letter about completion
* To advise and assist Branch Treasurers in the completion of annual accounts, and arrange for examined accounts to be submitted as soon as possible after the year end.
* To review branch accounts and prepare the Diocese’s Consolidated Accounts for Independent Examination and approval by Trustees
* Attend Finance and Administration Unit meetings which are held three times a year.
* Attend conferences and Diocesan Treasurers’ training events if possible
* It is advisable for the Assistant Treasurer to be an appointed/co-opted member of the Board of Trustees.

July 2016