

ROLE DESCRIPTION

DIOCESAN TREASURER

**Job description:**

To be responsible for all financial and accounting matters for Mothers’ Union in the Diocese of Birmingham

**Responsibilities:**

* Maintain up to date and accurate accounts including a system which records, collects and reconciles subscriptions received from branches and diocesan members. Reporting regularly to the Finance & Administration Unit Coordinator, Assistant Treasurer and the Board of Trustees.
* In consultation with the Finance and Administration Unit Coordinator, Assistant Treasurer and budget holders prepare the Diocese’s annual budget and submit to Trustees for approval
* To work with Diocesan Secretary and Assistant Treasurer to send forms to branches for annual returns towards the end of the year with guidance letter.
* Monitoring expenditure against agreed budgets reporting as necessary to the Finance and Administration Coordinator
* Bring to Trustees each year for approval the name of the Independent Examiner so that they may be appointed for the following year.
* Present a summary of the Consolidated Accountsto Council for them to be receivedwith full accounts available if requested.
* 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 Treasurer to be appointed/co-opted as a member of the Board of Trustees.

July 2016