



Diocese of Natal

JOB DESCRIPTION

Job Title: Parish Treasurer

Section:

No. of incumbents:

Date: Reviewed
September 2014

NOTE: This job description is not intended to be all-inclusive. The Treasurer may perform other related duties as negotiated to meet the ongoing needs of the organization.

Position in the organisation (Use Job Titles Only) PARISH TREASURER

Supervisor's Superior Parish Council/Diocesan Bishop

Supervisor Churchwardens

Incumbent Parish Treasurer

Subordinates (Level 1)

Subordinates (Level 2)

Comments :
(Formal relationships)

Other Important Contacts:

**Liases with (passing
or collecting
information) on
behalf of Parish
Council/
Churchwardens**

Diocesan Bishop
Bishop Suffragan
Incumbent
Assistant Clergy
Churchwardens
Parish Councillors
Diocesan Finance Manager
Diocesan Secretary
Parish Administrative staff

JOB DESCRIPTION

Paragraphs 1-8 need to be attempted first but will only be completed after the detail of the job description is written up in paragraph 9:

1. Purpose of the job

- Assist the Churchwardens with the financial affairs of the parish and in particular the keeping of a record of income (revenue) and expenditure, without detracting from the responsibilities of the Churchwardens.

(Act 23, Section 2(f) of the Diocese of Natal)

- Ensure that the financial affairs of the Parish are conducted strictly in accordance with the Constitution and Canons of the Anglican Church of Southern Africa; the Acts of the Diocese of Natal and the latest Diocese of Natal Parish Manual.

2. Key Performance Areas:

- Participate in the decision making process, through attendance at meetings and discussions.
- Assist the Churchwardens in drawing up an annual budget
- Maintaining of up to date financial records
- Ensuring that payments are properly authorised and within approved budgets and that proper controls are in place for handling cash
- Keep the parish's finances under regular review
- Back-up of the accounting system on site and off site.
- Report regularly to parishioners (say three monthly) on the financial position of the Parish.

3. Planning Necessary in the Job:

Review:

- Timely planning of information required for meetings.

4. Deadlines in the Job:

- Annual budget reports to be adopted by sub-committees and council before year end for the following year
- Financial reports to be timeously submitted to sub-committees and council
- Cash book cut-off and bank reconciliations to be conducted on a monthly basis
- Ensure that assessments are paid to the Diocese of Natal by the 15th of each month
- Ensure timeous preparations are made for meetings
- In conjunction with the Churchwardens ensure that financial records are made available to the audit firm timeously to allow a vestry meeting to be held on or before the 15th of March of the ensuing year.

5. Degree of Supervision Required (How, How Often, By Whom?):

- Supervised by the Churchwarden. To ensure that the purpose of the job, as outlined under 1 above, is achieved.

6. Required Gifting for the Job:

- Commitment to the Anglican Church
- Honesty
- Loyalty
- Stability
- Hospitability

7. Required Competencies, Experience or Proven Ability:

- Having the ability to work as part of a team
- Meet deadlines
- Computer literacy would be preferred
- If possible a financial qualification such as CA(SA), PA, Bcom, Bcompt or of similar adequate financial competence would be preferred
- Having the ability to present financial matters clearly
- Having time to attend finance and other meetings
- Being able to treat personal financial information of others on a confidential basis
- Display tact and diplomacy in dealing with clergy, parishioners, suppliers, debtors, colleagues, etc.

8. Detail of Key Tasks and Responsibilities (Use appropriate headings where needed. Show each task and how it is done). Explain the Accuracy required in the job and show how the incumbent shows initiative and creativity.

1. Review of the receipting cycle as described:
 - Recording of all moneys received and banked in the cash book as required by Section I.3.of the Parish Manual
 - Collections are recorded on collection sheets whereas sundry income such as bequests are recorded on pre-numbered receipts
 - Ensure that every transaction entered into the system is referenced and can be traced back to a hard copy
 - Reconcile moneys recorded on the collection sheets to that banked so as to verify that money received was all banked
 - Banking must be intact – cash from collections cannot be used to pay for expenses as per Section I.3(b) of the Parish Manual
 - File collection sheets in deposit date order
 - Follow up on collection sheets not adequately completed or receipts not issued for sundry income
 - Collection sheets are to be signed and dated by counter and checker
 - Confirm total collection to the bank deposit slip which was used to deposit such money in the bank.
 - Follow up on banking not performed regularly
 - Section I.3(c) of the Parish Manual suggests that money be ideally banked on the first working day following the collection
 - Perform bank reconciliations on a monthly basis to reconcile receipts recorded in the cash book to that of the bank statement.
2. Review of the payments cycle as described:
 - Recording of all payments in the cash book as required by Section I.4. of the Parish Manual
 - Payments can be made either by petty cash, cheque or electronic funds transfer
 - Ensure that every transaction entered into the system is referenced and can be traced back to a hard copy

Annexure 22

- Follow up on payments made without supporting documentation, without payment vouchers or with incomplete payment vouchers
 - All payments need to be authorised by two signatories
 - File payment vouchers in payment order number or alphabetically under creditor name.
 - Follow up on assessment payments
 - The time deadline for the payment is the fifteenth day of each calendar month as required by section I.4. of the Parish manual
 - The records of the parish should agree to the balances shown on the assessment reports provided by the Diocese of Natal to the Archdeacons
 - Perform bank reconciliations on a monthly basis to reconcile payments recorded in the cash book to that of the bank statement
 - Check all invoices, accounts and statements received for payment, from suppliers.
 - In conjunction with council, ensure that tenders or quotations are obtained, where considered appropriate, for goods/services.
3. Review of the investments cycle as described (if applicable):
- Recording all payments and receipts in the investments cash book of transactions such as dividends, interest, cost of shares and profit on sale of shares.
 - Filing of investment statements
 - Undertake a monthly check of the Parish ledger account balances to the balances reflected on the investment house statement, for all investments.
4. Leases (if applicable)
- A special vestry meeting is to be convened to address the issue of the lease/purchase/sale/alienation of property. The Diocesan Board of Trustees has sole authority over decisions of this nature.
 - The recording of any financial implication of entering into a lease agreement
 - The filing of all lease agreements
 - All renewals/new lease agreements are to be signed by the Bishop (paragraph 2 of Act 17).
5. Review of returns to be submitted to SARS/Department of Labour:
- The preparation and timely submission to SARS of all required documents such as workman compensation UIF and EMP201 forms, EMP501 AND IRP5 forms.
 - Filing of copies of such forms and the calculations thereof
6. Annual Budget
- Assist the Churchwarden in preparing the annual budget in terms of the parish vision
 - The budget can be based on prior year figures, on ministries' requirements for a growing parish or zero based budget as required by Section I.2(b) of the Parish Manual
 - The budget is to include assessments payable to the Diocese of Natal; parish costs of a Cleric; maintenance provision for buildings; insurance on buildings, building contents and motor vehicles as well as repayment of loans.
7. Reports to Council, Congregation and Diocese
- Assist the Churchwarden in preparing a financial report for Council meetings
 - The report should contain budget figures for comparative purposes
 - Assist the Churchwarden in preparing annual accounts for the parish
 - These are to be audited by a registered public accountant or such suitably qualified person approved in terms of Annexure 27 of the Parish Manual.

Annexure 22

- Make available to auditors/independent reviewers, files, working papers and any other required documents.
 - The Diocesan blue forms are to be submitted to the Diocesan office by 31 March of each year.
 - Audited financial statements to be presented to a vestry meeting to be convened on or before 15 March of the following year.
8. Control of Properties
- Assist the Churchwarden in maintaining an asset register (list of land and other immovable property owned by the parish)
 - Assist the Churchwarden in maintaining an inventory of all movable goods, ornaments and furniture
 - This will help in determining values for insurance purposes
9. Review of the filing function as described:
- Keep an accurate filing system for correspondence received and sent, e.g. letters, faxes, e-mails
 - Financial filing for the following
 - Bank statements and reconciliation
 - Standard, General, and salary journals
 - Leave applications
 - Supporting documentation for receipts and payments
 - Filing of all returned and cancelled cheques
 - Supporting documentation for direct debits on bank accounts
 - All typed financial reports/schedules
 - Investment documentation
 - Filing of all account reconciliations
 - Filing of audited financial statements
 - Filing of agreements, leases, etc.
 - Filing of audit queries and responses.
10. General
- Basic auditor queries e.g: looking up transactions
 - Keep backups of the accounting system (manual and computerised)
 - Respond to requests from clergy, churchwardens, council and committees, for documents, information, etc.

9. Delegation

The Treasurer may, with the authority of Council, and to the extent deemed appropriate, delegate duties to a subordinate(s) but he/she remains responsible and accountable for the proper performance of such delegated duties.

Annexure 22

Agreed by Incumbent:

Signature

Date

Agreed by
Churchwarden:

Signature

Date

Agreed by
Churchwarden:

Signature

Date

Agreed by Treasurer:

Signature

Date