



## Position Description

<b>TITLE OF POSITION:</b>	<b>Presbytery Treasurer</b>
<b>APPOINTED BY:</b>	<b>Presbytery</b>
<b>RESPONSIBLE TO:</b>	<b>Presbytery or its Standing Committee</b>
<b>TYPE OF APPOINTMENT:</b>	<b>Per Regulation 3.6.2(i)</b>

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### 1. Background

The Presbytery provides oversight to Ministers and congregations within its bounds and promotes the wider missional challenges and responsibilities of the work of the Presbytery. The Presbytery works with the Synod regarding the selection and oversight of candidates and is responsible for the ordination, accreditation or recognition of specified ministries. The Presbytery is also responsible for such administrative functions as are necessary for the satisfactory workings of the Presbytery.

The Presbytery Treasurer, appointed by the members of the Presbytery, shall ensure proper books of account are kept and shall furnish financial statements to the Presbytery at the end of each year.

The Presbytery provides reports to the Synod concerning its membership, mission activities and its financial performance and position.

### 2. Summary of the broad purpose of the position in relation to the church's goals

The Presbytery Treasurer will play a significant leadership role in the life of the Presbytery.

The duties of the Treasurer include:

- Exercising oversight over the financial functions of the Presbytery
- Guiding the Presbytery's allocation of financial resources to fulfil its mission
- Ensuring the Presbytery's finances are managed in accordance with proper approved methods of accounting in accordance with Presbytery approved policies and procedures in consultation with Synod officers.
- Establishing and maintaining the annual Presbytery budget
- Reporting to the Presbytery regarding financial matters
- Presenting audited financial statements to the Presbytery within six months of the end of each financial year

The Presbytery Treasurer will serve in accordance with the Constitution and the Regulations of the Uniting Church, Uniting Church in Australia Property Trust (S.A.) Act and Presbytery By-Laws in collaboration with the Synod's Resources Team.

### 3. Reporting and working relationships

This Presbytery Treasurer is responsible to the Presbytery usually through its Standing Committee (or its delegate).

The Presbytery Treasurer will be expected to have a close working relationship with the:

- Presbytery Chairperson
- Presbytery Secretary
- Presbytery staff
- Executive Officer Resources (and/or delegate)
- Moderator

### 4. Key Responsibilities

In undertaking the responsibilities of the position, the Presbytery Treasurer will work within the UCA Constitution and Regulations, the priorities established by the Presbytery and the policies and rules approved by the Presbytery and the Synod (as appropriate).

The Treasurer is responsible for the financial leadership of the Presbytery including:

- Enabling the Presbytery to fulfil its Regulated duties
- Exercising oversight over the financial functions of the Presbytery, by:
  - ensuring an appropriate financial governance environment and culture exists within the Presbytery including
    - Exercising appropriate decisions within agreed delegations
    - Fostering an environment of trust amongst the officers and members
    - Participating in open and transparent decision-making practices
    - Empowering other members as appropriate to participate in the financial management of the Presbytery
    - Fostering confidence within the Presbytery about the level of accountability, transparency and professionalism with which the Presbytery's finances are being allocated
    - Building constructive relationships with members, officers and the Synod and responding promptly to matters raised
  - Stewarding financial resources
    - Guide the Presbytery's allocation of financial resources to fulfil its mission
    - Maximising financial resources aligned to agreed priorities
    - Ensure Presbytery finances are managed in accordance with proper approved methods of accounting in accordance with Synod approved policies and procedures
    - Holding officers and members accountable to agreed policies
    - Establish and maintain the annual Presbytery budget
    - Ensure expenditure aligns with budget
    - Monitor all financial commitments and ensure sufficient funds are available to meet expenditure
    - Maintain control over cash handling policies and procedures
  - Communicating and reporting
    - Report to the Presbytery regarding financial plans, outcomes, budgets and other matters
    - Present annual audited financial statements to the Presbytery

- Assist in providing relevant reports for the matters to be considered by the Presbytery or its Standing Committee;
- Seek to ensure that the information provided to the Presbytery or its Standing Committee is relevant, accurate, timely and sufficient to keep it appropriately informed
- Seek to ensure that the Presbytery or its Standing Committee has the opportunity to maintain adequate understanding of the Presbytery's financial performance and financial position, and make proposals relating to the opportunities and challenges facing it
- Assist the Presbytery Chairperson communicate the views of the Presbytery to the Synod and the members of the Presbytery and where appropriate other stakeholders
- Enable the Synod to undertake and perform its Financial Administrative Functions (refer Attachment 1) on behalf of the Presbytery by:
  - Seeking to ensure close co-operation with the Synod's Financial Services Team which provides the Presbytery's accounting function, payroll service and payments facilitator
  - Ensuring that all correspondence and documentation provided to the Financial Services Team are accurate, appropriately authorised and timely

In performing the role, the Treasurer shall build a culture of servanthood, good governance and effective stewardship, upholding the values and ethos of the Church.

As agreed by the Presbytery, the Treasurer may represent the Presbytery in negotiations and other matters within its purview.

## **PERSON SPECIFICATION**

### **5. Background Experience and Skills**

- Working knowledge of the structure and operations of the Uniting Church; the Basis of Union, Constitution, Regulations and the Presbytery By-law
- Performed well in a leadership role(s) within the Uniting Church SA
- Sound understanding and proven experience in the application of business fundamentals in terms of resource management policy and practice
- Effective spoken and written communication skills across a range of audiences and purposes
- Evidence of business / commercial acumen
- Demonstrated understanding and application of contemporary financial governance standards and best practice
- Proven ability to work as an effective member of a team

## **6. Personal Qualities and Attributes**

- Active Christian faith and a commitment to the Uniting Church's ethos, structure and values
- Passionate commitment to the gospel and mission of God through the Church and a positive view about the Church's future
- Passionate commitment to the ethos, values and culture of the Presbytery
- Exhibits exemplary behavior and high integrity
- Being in good standing in the Uniting Church
- Proven ability to offer effective financial oversight within a complex, diverse and participative culture
- Demonstrates the ability to think strategically
- Possesses high emotional intelligence

## **7. Special Conditions**

The Treasurer may be remunerated (subject to Synod approval). Reasonable expenses incurred in the position may be reimbursed.

The Treasurer will be required to have a satisfactory Criminal History Reference Check prior to appointment to the position.

The position requires attendance at meetings out of normal working hours.

The Presbytery shall appoint a Treasurer for such period up to five (5) years as the Presbytery shall determine.

All Presbytery Officers are required to disclose and maintain a register of interests. Any potential conflicts of interest shall be disclosed immediately to the Presbytery or its Standing Committee.

## **FINANCIAL ADMINISTRATIVE OVERSIGHT AND FUNCTIONS**

- Payroll – process/calculate wages/stipend, payment to personnel, leave administration, records management, payment of superannuation, payment of PAYG
- Accounts Payable – classify, verify and enter transactions, record and prepare payments to creditors, file relevant and supporting documentation
- Ministers Fringe Benefit Accounts – initialise and administer trust accounts, make reimbursements and 3<sup>rd</sup> party payments
- Accounts Receivable – Prepare invoices (as agreed), bank monies and provide information to the Presbytery in relation to payments. Prepare receipts (as necessary)
- Congregation Contributions – collect and disburse
- Ensure financial services remain compliant when legislation and accounting standards change
- Reporting – provide regular financial reports (actual versus budget) and prepare annual financial statements.
- Audit – arrange for audit, manage auditor interactions and finalise audited accounts
- Lodge returns with relevant authorities
- Provide appropriate data to authorised officer(s)
- Respond to queries from external regulators.