Diocese of Salisbury
Making Jesus Known

Role profile: Parochial Church Council (PCC) Treasurer

Working with the PCC (the trustees of the charity), the PCC Treasurer helps the PCC understand the financial picture and puts their decisions into action.

Duties

The exact workload will depend on the size and complexity of the parish, but the Treasurer will

- Put into practice the financial decisions agreed by the PCC
- Keep clear and accurate records of all income and spending
- Help the PCC plan by preparing an annual budget
- Monitor finances during the year and highlight any concerns early
- Help the PCC set a clear fundraising target by identifying the gap between current resources and what is needed for its mission
- Ensure bills and commitments are paid, including Parish Share, expenses, and insurance
- Maintain an appropriate bookkeeping system
- Prepare the annual accounts for approval by the PCC and presentation to the APCM
- Ensure financial reporting meets Charity Commission and CofE requirements

Skills and qualities

A PCC Treasurer is someone who:

- Has basic financial confidence and is comfortable keeping records
- Can explain financial information clearly and simply
- Understands the parish and its needs
- Is willing to attend PCC meetings and contribute to discussions
- Works well with others and supports shared decision-making
- Treats financial and personal information with confidentiality
- Meets the eligibility requirements for charity trustees and banking arrangements

If a Treasurer is paid for their work, they cannot be a PCC member, as charity trustees are not normally permitted to be paid. In these cases, the paid Treasurer may attend PCC meetings without voting rights, or the PCC may appoint an unpaid Treasurer and employ a bookkeeper to handle day-to-day tasks and support financial reporting to the PCC.

We are committed to safeguarding across the Diocese of Salisbury. Each volunteer will be required to go through the safer recruitment process and relevant DBS check for their role.

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