



### Role description for the PCC Cashier

**Role:** To accurately receive and record income from all sources and control the banking.

(The role of PCC cashier ties in closely with that of PCC Treasurer and, as such, could be expected to alter or cease with the appointment of a new PCC Treasurer. The role will be reviewed by the PCC on an annual basis).

#### Role Requirements:

##### *To be:*

- To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.
- To be numerate and computer literate and have financial competence and accuracy, but not necessarily a qualified accountant.
- To respect the confidential nature of the information in the cashier's possession.

##### *To do:*

- To ensure money is deposited in the bank as soon as possible after it is received in accordance with our insurance policy.
- To keep clear, accurate and adequate records with supporting documentation. That is, to record income electronically on the supplied banking proforma and to email a copy of this completed proforma to the PCC Treasurer on a weekly basis.
- To ensure timely delivery of the proforma, together with all supporting documentation, to the PCC Treasurer.
- Gift Aid: To receive gifts confidentially

##### **Weekly:**

- To collect monies received from the church safe and re-count.
- To document monies received, using the banking proforma provided, ensuring that the total to be banking (per the paying-in slip) agrees to the total per the proforma.
- To bank all money at HSBC (agent for CAF Bank).
- To pass completed banking proforma, together with any supporting documentation (eg completed Gift Aid envelopes, details of church hall lettings, magazine sales/advertising details, any relevant petty cash slips), to the Treasurer for entry into the accounts.
- Read and adhere to the church's Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including Safer Recruitment and Training requirements; and to adhere to all other policies of the church
- To attend a meeting of the Finance Vision Group at least once a year, for support and supervision by the Finance Vision Group Chair

**Reports to:** Finance Vision Group Chair

**Agreement:** I agree to being the PCC Treasurer at All Saints Church, under the supervision of the incumbent. I agree to comply with all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other church policies.

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_ Form approved October 2017