

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 Book-Keeper, 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 Book Keeper as soon as the banking is done.
- To receive gifts confidentially

Regularly:

- 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 Book Keeper for entry into the accounts.
- 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 a PCC Cashier at All Saints Church, under the supervision of the Incumbent.

I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): _____

Incumbent: _____

Date: _____ Form updated October 2023