

Treasurer of the Presbytery of Western Australia



Uniting Church in Australia
Presbytery of Western Australia



The Treasurer is elected by the Presbytery in session for a term of 2 years

1. Summary of the broad purpose of the position

The Treasurer of the Presbytery of Western Australia (hereby referred to as 'the Presbytery') is to oversee the financial administrative requirements of the Presbytery and its Standing Committee.

2. Reporting and key working relationships

This role reports to the Presbytery and its Standing Committee. The Treasurer works closely with all Presbytery staff, committees and working groups and also with the Chief Financial Officer of the Synod.

3. Core Duties

- i. Work in collaboration with the Chief Financial Officer of the Synod to ensure that all moneys received on behalf of the Presbytery are paid into a bank account of an approved financial institution and that proper books of account are kept.
- ii. Prepare an annual Presbytery Budget in consultation with Presbytery committees and staff for presentation to the Presbytery for approval.
- iii. Verify accounting data and review monthly financial statements for the entire Presbytery and from each Presbytery Cost Centre individually. Ensure that budgeted income is being received and that expenditure incurred is within budget, and provide regular financial reports to Presbytery Standing Committee.
- iv. Ensure that all Presbytery committees and staff receive timely financial information in order to conduct their business
- v. Provide Treasurers and Financial Reports to Presbytery meetings at the end of each financial year and at such other times as required.
- vi. Liaise with congregational Treasurers in relation to contributions to Mission and Service Fund.
- vii. Negotiate with the Synod in relation to the Synod's financial contribution to the work of the Presbytery.
- viii. Attend Presbytery Standing Committee meetings as well as Presbytery meetings held periodically throughout the year.
- ix. Ensure that Presbytery Standing Committee members are informed of exposure to risk, contingent liability and possibility of legal action in accordance with the Regulations, By-Laws and Rules or as determined by the exercise of due diligence and professional standards expected of the position

- x. Perform such other duties as may be assigned by the Presbytery or its Standing Committee

This position is voluntary, but a small honorarium may be paid to cover expenses.