



The Church of Scotland

The Presbytery of the North East and the Northern Isles

Presbytery Treasurer

Area:	The Presbytery of the North East and the Northern Isles
Hours of work:	This is a part-time post based upon 520 hours per annum and the candidate is expected to manage their time to meet the requirements of the post.
Responsible to:	The Presbytery Clerk
Main purpose of role:	Oversee the financial affairs of the Presbytery, ensuring compliance with good practice and statutory requirements.

JOB DESCRIPTION

- Oversee the financial affairs of the Presbytery and ensure they are legal, constitutional and within accepted accounting practice, including investment of Presbytery funds.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the Presbytery.
- Oversee the production of or produce the necessary financial reports/returns, budgets, accounts and audits.
- Check and approve expense claims and arrange payments.
- Make payments of approved invoices.
- Calculate and advise congregations of Presbytery Dues and monitor receipt of these.
- Liaise with the Church of Scotland's Payroll Department as necessary, providing monthly payroll schedules for Presbytery staff, advising of any changes, sickness, and so on.
- Work in partnership with the Presbytery's Property and Finance Committee to:
 - liaise with relevant staff, committee members and/or volunteers to ensure the financial viability of the Presbytery;
 - ensure committee members are aware of their financial obligations and take a lead in interpreting financial data to them;
 - monitor all restricted/endowment/designated funds and advise Presbytery of possible application of these funds;
 - regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc);
 - monitor shortfall reports for Giving to Grow contributions from congregations;
 - monitor investments;
 - oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year;

- ensure proper records are kept and that effective financial procedures and controls are in place, for instance:
 - cheque signatories;
 - purchasing limits;
 - purchasing systems;
 - petty cash/float/credit or debit cards;
 - salary payments.
- Appraising the financial viability of plans, proposals and feasibility studies.
- Lead on appointing and liaising with auditors/and independent examiner.
- Regularly assess financial risks and whether and how such risks should be mitigated.
- Develop internal controls and financial management policies.

CONTEXT FOR THE ROLE

The Presbytery came into being on 1st January 2023, comprising six former presbyteries in the North East of Scotland including Orkney and Shetland. This is a much larger Presbytery and an increasing responsibility is being passed to larger Presbyteries for the good oversight and nurture of the congregations within. This includes financial management.

The values of the Presbytery are attached as an appendix.

KEY RELATIONSHIPS AND INTERFACES

- Presbytery Clerk and Depute Clerk(s).
- Presbytery Administration Officer.
- Convener of the Business Committee.
- Convener of the Property and Finance Committee.
- Other committee conveners when necessary.
- Congregational treasurers, through the Property and Finance Committee.

PERSON SPECIFICATION

Skills, abilities and knowledge

- Knowledge and experience of current practice relevant to voluntary and community organisations.
- Knowledge of the Church of Scotland's structure.
- Knowledge of bookkeeping and financial management (as necessary).
- Good financial analysis skills.

Personal Qualities

- Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.
- Ability to communicate effectively with others.
- Proven ability to work collaboratively with colleagues.

Education and Experience

- Qualification and/or experience in accounting or bookkeeping.
- On-going commitment to continuing professional development.

TERMS AND CONDITIONS

- The salary for this post is £10,000 per annum and is pensionable.
- The hours for the post are 520 hours per annum, however, the candidate would be expected to work such hours as are required for the efficient and conscientious discharge of his/her duties and responsibilities.
- As a designated business user appropriate mileage reimbursement will be paid towards the provision of a car for business travel.
- The postholder will work from home but may need to attend Presbytery meetings in various locations. The Presbytery has office space which can be accessed by the postholder and other staff.
- This post offers hybrid working.
- There are 70 hours annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. This includes pro rata inclusion of 6 public holidays. After five years this entitlement rises to 80 hours annual paid leave.
- In order to comply with the Asylum and Immigration Act 1996, the successful candidate will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

How to apply:

Applications should be sent by email to Rev Peter Johnston, Convener of the Presbytery Staffing Group, pjohnston@churchofscotland.org.uk and must be received by noon on Monday 30 October 2023.

Applications should comprise:

- a personal statement outlining how your skills, experience and personal qualities match the requirements of the role as set out in this job description. Two referees should be named; references will be sought if you are successful at interview. This should be no more than two sides of A4.
- a full CV (in addition to the personal statement). This should include details of educational and professional qualifications alongside a full employment history, showing positions held, responsibilities and relevant achievements. This should be no more than two sides of A4.

Applications without both a personal statement and a full CV will not be taken forward.

For informal enquiries about the role, please contact Rev Peter Johnston, Convener of Presbytery Staffing Group, pjohnston@churchofscotland.org.uk, 07834 281176.

The closing date is Monday 30 October 2023 at 12 noon.

APPENDIX

Presbytery of NENI Values

The Presbytery of the North East and Northern Isles, as part of the body of Christ, aspires to these values:

Communication

We will be open and informative; striving to include people and communicating in a graceful way using all appropriate means.

Teamwork

We will draw on our talents and resources, building relationships, sharing together and working collaboratively.

Respect

We are a diverse Presbytery serving urban, rural, coastal, and island communities. We will show respect by listening to and learning from each other.

Integrity

We will be honest and transparent in word and action; building trust throughout Presbytery.

Nurturing

We strive to be affirming, generous, welcoming and supportive of each other, recognising the need for mutual encouragement, challenge and development.

Outward looking

We are missional and have broad horizons, serving the purposes of Christ through engagement with our communities and wider world. We will do this in partnership with others wherever possible.

Effectiveness

We aim to be professional and timely in decision-making and action, continually developing and adapting the resources, systems and skills that lead to good governance.