



Recruitment pack for the volunteer roles of Treasurer and Assistant Treasurer at Putnoe Heights Church

About our church

Putnoe Heights is a welcoming church, worshipping in the Methodist tradition. We have a membership list of 70, with an average Sunday attendance of around 40. The church building is also home to a busy community centre, with over 50 groups hiring rooms throughout the week bringing vital income to the church. We work closely with other local churches through North Bedford Churches Together and are a Bronze Award winning Eco Church. A small group of volunteers carry out the day to day running of the church and community centre. We are currently seeking a Treasurer and Assistant Treasurer to join our friendly team.

In this pack

- Volunteer Treasurer – skills required, duties, opportunities (Page 2)
- Volunteer Assistant Treasurer – skills required, duties, opportunities (Page 3)
- Information on how to apply. (Page 4)
- An application form. (Pages 5-7) **NB: This is also available as a Word document which can be found at <https://www.putnoechurch.org.uk/>**

TREASURER

SKILLS REQUIRED

It is essential that the Treasurer holds Methodist membership. The applicant should have an ability to deal with numbers and have basic Excel skills. They should be able to communicate basic financial matters, and be able to work with and supervise the Church Assistant Treasurer.

DUTIES

- Monitoring cash flow and arranging payment of invoices with the Church Assistant Treasurer.
- Ensuring adequate funds are available to meet financial commitments.
- Reporting to, and attending meetings of the Church Council and the Property Committee.
- Preparing an annual budget and presenting it to the Church Council.
- Preparing the annual accounts, presenting them to the Church Council, and co-ordinating with the Independent Examiner for their review.
- Attending meetings of the local Methodist Circuit as an ex-officio Trustee thereof.
- Ensuring that various utility and insurance renewals, statutory reports, and Gift Aid claims are made. These can be allocated to either the Church Treasurer or the Church Assistant Treasurer. The allocation would need to be agreed by the holders of the two positions.

BENEFITS

The role of Treasurer offers the opportunity to:

- Gain experience of, and confidence in, financial reporting within the context of a small charity.
- Work alongside fellow Trustees on the Church Council.
- Gain experience of volunteer management through overseeing the work of the Assistant Church Treasurer.
- Have a significant role in the financial and cash flow management across the range of the church's activities – including the Church Centre: an active hub in the local community, with many local groups and charities using our facilities every week.

ASSISTANT TREASURER

SKILLS REQUIRED

The applicant should have an ability to work with numbers and have basic Excel skills. They should be able to communicate basic financial matters, and be able to work with and report to the Church Treasurer. The applicant should be familiar with keeping the financial records of charitable funds.

DUTIES

- Maintaining accounting records.
- Reconciling those records to bank statements and other supporting records.
- Monitoring cash flow and arranging payment of invoices with the Church Treasurer.
- Liaising with the Church Stewards and the Church Office regarding records kept by them.
- Assisting the Church Treasurer with preparing an annual budget.
- Assisting the Church Treasurer with preparing the annual accounts.
- Dealing with various utility and insurance renewals, statutory reports, and Gift Aid claims. These can be allocated to either the Church Treasurer or the Church Assistant Treasurer. The allocation would need to be agreed by the holders of the two positions.

BENEFITS

The role of Assistant Church Treasurer offers the opportunity to:

- Gain experience of record keeping within a small charity, with support from the Church Treasurer.
- Participate in the financial and cash flow management of the charity.
- Directly contribute to the operations of the charity – including the Church Centre: an active hub in the local community, with many local groups and charities using our facilities every week.

How to apply

Please complete a Volunteer Application Form which should be returned by the closing date – 9am on Thursday 18th April 2024. Interviews will be held during week commencing 29th April 2024 at Putnoe Heights Church.

Please return your completed application form **clearly stating which role you are applying for** as follows:-

- via e-mail to: office@putnoechurch.org.uk, or
- posted to: Christine Nixon, Church Council Secretary at Putnoe Heights Church, Putnoe Heights, Bedford MK41 8EB (Please mark your envelope as Confidential).

The volunteer roles of Treasurer and Assistant Treasurer are key to the smooth running of our church. We follow the Methodist Church's 'Safer Recruitment' process to ensure that we protect our volunteers, members of the congregation and church assets. You can find out more about this process at <https://www.methodist.org.uk/for-churches/employees-and-volunteers/recruiting-volunteers/>

Volunteer Application Form

Name		
Address		
	Postcode	
Email		
Phone		Mobile
Emergency contact		Phone
		Mobile
Volunteer role that you are applying for:		

How much time are you able to give and when?

Why do you want to volunteer in this role?

Using the role description as a guide, please tell us about any relevant qualifications, skills and experience, from paid employment or previous volunteering that would help you fulfil this role. (Continue on a separate sheet if necessary)

Please let us know if you have any support needs (for example wheelchair access, large print). We will do our best to help, although most of the work is home-based.

How did you first find out about this volunteer role?

Volunteers from outside the European Union/European Economic Area

We welcome volunteers from outside the EU/EAA but you will need to have a visa that allows you to do voluntary work. You will also need to arrange your own travel and accommodation.

☐ I am from within the UK /EU /EAA

☐ I am from outside the UK/EU/EAA and have a visa that permits me to volunteer. I understand that I need to arrange my own travel and accommodation.

Please give details below of two people (not relatives) who know you well and would be able to give a reference, for example a colleague, a teacher or a minister. At least one should be able to comment on your suitability for the role (eg former employer).

Name	Name
Address	Address
Postcode	Postcode
Email:	Email:
Phone	Phone
Relationship:	Relationship:
(e.g. colleague, teacher, minister)	(e.g. colleague, teacher, minister)

Please note that you will be required to have a Disclosure and Barring Service (DBS) check before starting. However, having a previous conviction won't necessarily exclude you from volunteering with us.

Please sign this declaration:

I confirm that the information I have given in this application is true and I understand that if I have provided any false information this may affect my application, or if appointed, my continuation in the role.

Signed _____ Date _____