TRANSITIONAL PRESBYTERY OF SOUTH AUSTRALIA

Position Description - Treasurer of Presbytery

1. BACKGROUND
The Presbytery as set out in Paragraph 26 of the constitution and Regulation 3.1.3 will have responsibility for:
1. Oversight of ministers and congregations including - pastoral oversight, maintaining of records and consultations into the life and witness.
2. Promoting the wider work of the church.
3. Selection and oversight of Candidates including Ordinations, Accreditations and Recognition of Specified Ministries.
4. Oversight of Lay Preachers.
5. Administration - including reports, applications concerning property.
6. Other responsibilities as prescribed by the Synod or the Assembly.

The Treasurer’s role can be summarised as ensuring proper administration and care of financial records and accounts of the Presbytery.

2. THE TREASURER WILL
• Have an active Christian faith.
• Be a member of the Uniting Church.
• Be elected at a full meeting of the Presbytery.
• Be in the role for a period of up to 5 years or as determined by the Presbytery.
• Exercise oversight of the financial functions of the Presbytery.
• Guide the allocation of funds.
• Ensure finances are implemented in accordance with Synod approved policies and procedures.
• Ensure accurate financial information and reports are available for Presbytery, Synod and Assembly.
• Conduct such other duties as may be prescribed by the Presbytery.

3. THE TREASURER WILL SHOW EVIDENCE OF
• A commitment to the Uniting Church’s ethos, structure and values and uphold the regulations.
• A passionate commitment to the mission of God through the Church.
• Experience in communicating financial matters effectively to a diverse community.
• An understanding of accounting principles
• Being able to provide accurate, timely and sufficient information for members of presbytery to make informed decisions.
• Understanding contemporary corporate governance.

4. THE TREASURER IS REQUIRED TO
• Have a satisfactory Criminal History Reference Check.
• Attend Code of Ethics training.
• Work in collaboration with the Presbytery Chairperson, Presbytery Secretary and Presbytery Minister (Resource Minister), and be responsible to the Presbytery Standing Committee.
• Develop a close working relationship with the Synod General Secretary, the Executive Officer of Resources and the Moderator of the Synod.

The role can be full time or part time.
The Treasurer may be voluntary or receive remuneration following adherence to the prescribed Synod Placements process.