

Role Description: Finance Trustee (Treasurer)

Reports To	Synod and District Policy Committee
Location	Home based, but travel for face-to-face meeting around the District may be required.
Remuneration	Voluntary. Reasonable expenses will be reimbursed.
Time Taken	On average, six hours per month with peaks and troughs of activity within the financial year.

Role Purpose and Objectives

- To be part of a collaborative team working strategically and creatively to shape a sustainable future for Methodism across the West Midlands
- To ensure there is proper governance oversight of district funds and expenditure in compliance with statutory requirements and Standing Orders 012 and 012A, and 432.

Responsibilities

- To be a member of the Resourcing Mission Committee, sharing in the development of the District's financial strategy to match resources to Connexional and District priorities and policies.
- To be a member of the Finance Committee, receiving finance reports and monitoring budget performance, sharing in the development and review of financial controls and policies, and making recommendations to the District Policy Committee.
- To be a member of the District Policy Committee.
- On behalf of the Finance Committee, present reports and proposals to the District Policy Committee and Representative Synods.
- To work with the District Secretary and Finance Officer to draft annual budgets and circuit assessments, and to ensure the preparation of annual accounts.
- To periodically review cash flow and bank balances on behalf of the trustees.
- To act as a signatory on District bank accounts and approve online banking payments.
- To attend the Connexional Treasurers' Forum and Central Finance Board AGM.

Person Specification

Required

- Member or a minister of the Methodist Church in the West Midlands District and actively participating in mission in their local context.
- An understanding of financial matters, including budgeting and monitoring performance.
- Analytical skills.
- Ability to work collaboratively as part of a team.
- Administrative and IT skills, including working knowledge of Office365 packages.
- Ability to present financial information clearly in written and spoken formats.
- Eligible to be a Trustee of the District.

Desirable

- Working knowledge of the Charities SORP
- A qualified accountant, or other relevant accounting qualification
- Knowledge of The Constitutional Practice and Discipline of the Methodist Church (CPD).

The appointment is for three years with the possibility of extension for a further three years.

The appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.