

# **Deanery Treasurer Role Description**

## **The Purpose of the Role**

- To keep the Deanery accounts and offer advice to the Deanery Synod and Deanery Leadership Team on the financial matters when required.

## **Primary Responsibilities & Key Tasks**

- Keep the Synod's accounts and present independently audited accounts annually to the Synod
- Collect contributions from parishes in deaneries which have a 'deanery levy'
- Pay agreed deanery expenses, where applicable
- Offer advice to the Synod and Leadership Team on financial aspects of future plans and initiatives
- Ensure any deanery initiatives requiring funding are supported appropriately
- Contribute to the financial element of any application to the Archbishop's Mission Fund

## **Key Relationships**

- The Area and Lay Dean
- The Deanery Leadership Team and Deanery Synod
- The Parish Treasurers

## **Resourcing and Support**

- Expenses. Guidelines for expenses will be provided, with an explicit encouragement for expenses to be claimed

## **Term of Office**

- The Deanery Treasurer is appointed from within the membership of the Deanery Synod, or co-opted by them. They are appointed for three years.
- They are encouraged to attend all meetings of the Deanery Synod but will not be members of the Deanery Leadership Team; only be required to attend when their advice is requested.