*The Structure of the URC at 2.(4) requires the Synod to elect a Treasurer and to determine their period of service.*

**Responsibilities**

The responsibility of the Treasurer is to the Synod in all matters financial. The Treasurer is one of three Synod Officers along with the Moderator and Clerk.

The role of Treasurer is essential to the sound running of the Synod and Trust bodies, and the Treasurer is required to provide a strategic overview of the Synod and Trust’s current and future financial requirements. The role involves close working with Synod Officers, Committee Convenors, the Chair of the Trust, and the Finance and Resources’ Officers, to ensure the continued fulfilment of Synod and Trust financial policies.

The Treasurer is the Convener (but could be just a member) of the Resources Committee and all that flows therefrom including budgets, accounts and property matters.

The Treasurer will usually be a director of the Synod Trust Companies (or at least attend their meetings).

The Treasurer must ensure compliance with Companies House, Charity Commission and other statutory requirements. The role involves attending a combination of local and national meetings and is required to be a member of the United Reformed Church in the Eastern Synod. Occasional visits to elders and church meetings may be required.

The Treasurer is a signatory on the bank mandates

The Treasurer is the point of contact for those wishing to clarify (or question) the working of the Synod Finance Policy and brings to the Synod any proposal for expenditure outside of the policy.

The insights, experiences and knowledge gained through all of the aforementioned duties are to be clearly but succinctly reported in accessible terms to Synod and the Trust by the Treasurer.

**Support**

The main day to day support comes from the Finance and Resources’ Officers.

A line manager will be appointed.

The Resources Officer acts as Secretary to the Resources Committee, preparing and distributing the agenda and supporting papers. Legal support is available from the Synod solicitors, auditor and external accountant.

**Commitment**

The Synod Resources Committee normally meetsfour times a year.

The Synod Trust Directors normally meet four times per year.

The Treasurer presents and reports to the two meetings of Synod each year. The reports include the budget and annual accounts (October Synod).

As a Synod Officer the Treasurer is a member of the Synod Officers and Convenors meeting, which meets as required (typically three per annum).

The Treasurer is also an ex-officio member of the Mission & Discipleship and Pastoral Committees, attending when necessary.

All meetings are held during the working day.

The Treasurer needs to liaise closely with the Synod based staff and be available as required to ensure compliance in all areas.

The Treasurer represents the Synod, at the General Assembly Resource Sharing consultations and the annual Treasurers consultation in February and reports back to the Synod accordingly.

The Treasurer will normally be one of the Synod representatives to General Assembly.

The period of appointment is for three years with an option for a further three years.

The role is on a voluntary basis and anticipated to require an average of between 2 – 3 days per month, including meetings (most of which are hybrid and can be attended on-line when necessary). Presence in person is expected when attending a meeting in the role of convenor.

**Person Specification**

* Good understanding of the structure of the URC.
* Financial management experience.
* Awareness of property matters and associated legislation.
* Must be comfortable with preparing and presenting to Synod.
* Be able to efficiently use computers and modern technology and have e-mail access.

*There is a modest honorarium for this post, plus expenses.*