

Honorary Treasurer

Brighton Unitarian Church

Brighton

Part-time

Hours: Variable (upwards of 12 hours a month)

Salary: A voluntary post. Any expenses will be re-imbursed.

Based in the heart of the city, Brighton Unitarian Church is a registered Charity whose mission is to provide a caring environment with spiritual depth, without dogma, offering a community resource to diverse groups in congruence with our values, promoting a diversity of Unitarianism nationally, with a concern for a more compassionate world.

As well as our weekly Sunday services a significant aspect of the Church is hiring out our 200-year-old listed building as a venue for community groups and artistic events.

We are seeking someone to take over as Treasurer. The role involves reporting to the Trustees; co-ordinating with our Administrator, financial records keeper, payroll service and our Auditor to maintain an overview of the financial position of Brighton Unitarian Church and ensure that effective financial measures, controls, records, policies and procedures are maintained. The Treasurer will work closely with the Chairs, other Trustees and Lay leader/Minister to ensure we are pursuing our mission and achieving agreed objectives through our financial strategy and management.

DUTIES OF THE TREASURER, BRIGHTON UNITARIAN CHURCH

Generally

- Work closely with our Financial Record Keeper, countersigning payments from our bank account and keeping up to date with her monthly reports.
- Participate in costing any proposed building work.
- Be aware of the requirements of the Charity Commission.
- Give new members details about paying a subscription and a Gift Aid form.
- Oversee our NEST Pension account, check our staff who are eligible are enrolled.
- Be aware of monies held from various bequests and discuss with the trustees what use they should best be put to.
- Monitor our Investment Account.
- Prepare financial forecasts when required or requested.

Monthly

- Prepare a monthly financial report and attend a part of the monthly trustees meeting (currently on Zoom).

- Read the monthly Minutes and note any Actions that need to be taken financially.

Annually

- Apply for grants as appropriate (we receive a few from various Unitarian bodies).
- Review employee salary increases with the committee and inform all staff.
- Confirm membership figures for GA Quota purposes.
- Apply for Gift Aid.
- Apply for a VAT refund on all building maintenance expenses.
- Check our annual insurance is in order. Make any claims should the need arise.
- Look over the Annual Accounts (our external Auditor prepares these from our Record-keeper's monthly figures). Write a short Annual Report given to all members before the AGM (currently held in January).
- Advise the church Administrator on Hiring Fees. (Currently done around Easter.)

Five-yearly

- Be aware of the Quinquennial Review (an inspection of building works) and participate in costing the findings of the subsequent Report.

You don't need to be a person of faith - If you share our values and are happy about working with an inclusive and caring team then we'd love to hear from you.

**Please include a covering email detailing why you're a great fit for the post to:
chair@brightonunitarian.org.uk**

If you have any further questions do not hesitate to contact us.

Closing date for applications: **28 February 2023**. No Agencies please.

Job Type: Part-time

Experience:

- Financial administration
- Business management

Location:

- Brighton, East Sussex (Preferred) or within easy reach