

ROLE DESCRIPTION – Provincial Treasurer

Purpose of the Office

As a member of the Chapter and a Trustee of the Province to be responsible for the Finances of the European Province and for any other funds set up by the Chapter on behalf of the Province; and to account for these yearly to the membership in the form required by Charity Law.

Accountability

To the Minister Provincial and Provincial Chapter

Responsibilities

- In conjunction with the Independent Examiners, to regularly review systems and procedures for safeguarding the finances of the Province in the context of the Order's purposes and Trust Deed, reporting these to Chapter and making recommendations as appropriate.
- To obtain the authority of Chapter for the appointment of signatories to the Province's bank accounts, including the number of signatories required for different amounts and to inform the Province's bankers accordingly.
- To prepare an annual budget and to submit this to Chapter for approval.
- To report to the Chapter by quarterly management accounts on the actual income and expenditure against budget during the course of the year.
- To conduct all dealings with the Province's bankers and to transfer funds between current and deposit accounts when appropriate.
- To make payments by Internet Banking (occasionally by cheque) due from Provincial funds including expenses of Office Holders, allowances to Areas and other expenditure authorized by the Chapter (excluding monies administered by Area Treasurers).
- To keep the accounts of the Province and to enable the Independent Examiners to prepare the annual account and report, through the Trustees, on the activities of the Order for presentation to the Charity Commission at the end of the financial year on 31st May.
- To supply funds to Area Treasurers for Area expenses keeping them informed of any changes in accounting procedures, being readily available to offer advice and support if needed at year end, and of the need for an account of income and expenditure in their Area for inclusion in the main account.
- To supervise the arrangements for administering the Gift Aid Scheme.
- To inform Area Ministers and Formation Guardians each year of Tertiaries in their area who have paid no contribution, without explanation.
- To facilitate the work of Office Holders, where possible, and make prompt reimbursements on claims submitted.
- To be a member of the Communications Team and present a breakdown of the Publications Budget.
- To be a signatory to the Central Fund Account and liaise with the Secretary of the Fund.