



Role Outline

Volunteer Role Title: Circuit Treasurer

Background information: The Circuit Treasurer is responsible, with the Circuit Stewards, for ensuring the circuit remains financially viable and that all appropriate financial records and requirements are responsibly managed. As a member of the Circuit Meeting the Circuit Treasurer is a managing trustee of Dorset South and West Methodist Circuit.

Church / Circuit: Dorset South and West Methodist Circuit

Location: Southampton District (26/8)

Appointed by: Circuit Meeting

Responsible to: The Treasurer will be responsible to the Circuit Meeting.

Key Partners: Circuit leadership team, Circuit Book-Keeper, local Church Treasurers, District Treasurer

The Methodist Church takes the safety of everyone within the circuit very seriously and expects that everyone will work within the circuit safeguarding policy. In particular the Trustees of Dorset South and West Methodist Circuit expect anyone who becomes aware of a safeguarding concern, risk or of actual abuse, to immediately raise this with the minister or the Circuit Safeguarding Lead with one working day.

Key volunteer activities

- To have oversight of all financial transactions in the circuit, even if day to day processing of those transactions are delegated to the Circuit Book-keeper.
- Mentoring and Monitoring the work of the Circuit Book-keeper, and doing a Monthly reconciliation with them of Circuit Accounts, with the Bank, CFB and TMCP.
- To plan and prepare an annual budget for the Summer Circuit Meeting to approve, including advising on the Reserves Policy of the Circuit. This will then be regularly monitored throughout the year, primarily between the Treasurer and Book-keeper, reviewing regularly to CLT and the Circuit Meeting.
- To meet with, and work closely with, the local Church Treasurers within the circuit. Offering Guidance and support for their work of monitoring funds and transactions in the local churches. With these partners, create, monitor and



review Circuit Assessment for subsequent Church Year. Then report and get approval for the Circuit Assessment from Circuit Meeting (normally Summer meeting)

- Communicate as necessary with the District Treasurer on both District and Connexional financial matters, as well as the Wessex Synod on Mission and Ministry Levies.
- At End of year, compile the Circuit Accounts into an agreed format, and ensure that they are Externally Verified, by an independent Verifier. The Circuit currently appoints VATAX to complete this work. Produce & get approval of, the Standard Form of Accounts (SFA) for the Circuit. Submit the SFA to District & Connexion.
- To ensure the accounting information/books/invoices/cheques and paying in stubs are retained for 7 years

We are looking for people who have the following skills and attributes:

- Financial acumen
- An understanding of and commitment to Christian Stewardship
- Honesty and integrity
- Able and willing to work as part of a team.

Criminal record check

As a Circuit Steward, this role will require a DBS check to be carried out, unless the applicant already has a DBS within the life of the Dorset South and West Circuit, which is valid. We will follow the Methodist Safer Recruitment pathway for this appointment.

Level of commitment:

Circuit meetings are usually held 3 times a year – although additional meetings may be called as necessary. Additional participation in Committees may be required. Liaison with the Circuit Book-keeper and Circuit Superintendent will be required.

Training and support:

- An induction to the role of Circuit Treasurer will be provided, with the opportunity to meet with and learn from other Circuit Treasurers in the District
- We will require that the holder of this post attends or has attended (in the past 4 years) the Foundation Module of Safeguarding Training
- Any specific training necessary for the role or work being undertaken will be provided, guidance will be provided by the District Treasurer for training opportunities that would be relevant and appropriate.