**BRACKNELL DEANERY**

**HONORARY TREASURER: JOB DESCRIPTION**

1. Keep deanery accounts

Write cheques, pay in money as required. Keep records of transactions in the HSBC current account and CBF Church of England deposit fund and reconcile with statements. Change signatories on accounts when required.

1. Parish share

Calculate each parish’s share using the agreed formula when sent the information from the diocese. Present information about share to deanery standing committee and synod as required. Inform PCC treasurers of the amount requested and check that parishes agree to pay the amount. Keep up to date with how much parishes have paid via Oxford diocesan website and chase up parishes when required.

1. Links with diocese

Attend diocesan financial consultations in the spring and autumn, if possible. Liaise with ODBF (Oxford Diocesan Board of Finance) when required.

1. Synod responsibilities

The Treasurer is a deanery synod officer and is thus expected to attend standing/pastoral committee meetings, officers’ meetings and synod meetings and take a full part in deanery events.