



## THE RELIGIOUS SOCIETY OF FRIENDS (Quakers) IN BRITAIN

### THE SOUTHERN MARCHES AREA QUAKER MEETING

#### CYFARFOD CRYNWYR RHANBARTH Y GORORAU DEHEUOL

Registered charity number: 1134528

*The Governing Document says, 'The object of Southern Marches Area Quaker Meeting is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the area of Southern Marches Area Quaker Meeting and beyond.'*

*Quaker faith and practice (5th Edition - London, 2013) is the current Book of Christian Discipline of the Yearly Meeting of the Religious Society of Friends (Quakers) in Britain and contains guidance on the right ordering of Britain Yearly Meeting of which Southern Marches Area Meeting is a constituent part.*

It strengthens our witness as a religious society and encourages us in our living of the testimonies. It inspires us to action, corporately in our meetings or individually and in groups. It searches our spiritual depths and refreshes our spiritual life as individuals and corporately. It reinforces the sense of community in our meetings QF&P 6.01

*Our Governing Document refers directly to it for guidance and the way that we work. (See also <http://qfp.quaker.org.uk/> for an interactive version of Qf&P).*

Throughout this document the abbreviations; Area Meeting, A.M. and SMAQM refer to Southern Marches Area Quaker Meeting; BYM and YM refer to Britain Yearly Meeting and QF&P refers to Quaker Faith & Practice

The purpose of this document is to help SMAQM Nominations Committee with their discernment and to describe to Friends who are approached with regard to this role the extent of the role and the demands that it will place on anyone who is appointed.

**Job/Role Description: Southern Marches Area Meeting Treasurer**  
and Assistant Treasurer under the direction of the Treasurer

1. List of main responsibilities:

- To be responsible for PAYE & Pension Fund contributions for A.M. employees, part-time or otherwise.
- Operating procedures for the safe and efficient handling of money and accounts
- Keeping the A.M solvent and helping it to achieve its objectives
- Annually reviewing reserves policy
- Maintaining up to date records of all Area Meeting accounts including bank accounts,
  - assets and investments
  - Planning and organisation of LQM and AQM accounting procedures
- Liaison with with LQM Treasurers, providing support and proposing training as necessary. Advising on financial procedures & practice. Set the calendar for presentation of accounts
- Drawing together LQM accounts and A.M. accounts into a consolidated account, to be passed to the professional Examiners for approval
- Drafting and advising on financial budgeting for following years
- Maintaining suitable balances in the funds held by A.M.
- Dealing with, bills, receipts, expenses and payments due
- Evaluating future trends in cash flow and funding.
- Providing a report on financial situation, against budget, to A.M. Trustees at each of their meetings. Update and notify changes in SMAQM Deed of Trust
- Liaison with A.M. book-keeper and Examiners of the accounts
- Presenting consolidated accounts for the Area Meeting to one of its meetings no later than September each year
- Ensuring the A.M. makes its appropriate contributions to BYM
- Overseeing the raising of money to fund the AMs annual outgoings, seeking grants
- Advising as needed on A.M./Quaker financial matters for individuals or Meetings.
- Advise on legacies and new bank accounts and funding.
- Ensure that annual insurance policy on A.M. building is correct and paid and that all
- other procedures to keep A.M. legal (governance) are in place.
- To act as A.M. Trustee

2. Administrative tasks involved (e.g. preparation, reports, arranging meetings, records):

- Recording income to, and expenditure from, A.M. Accounts
- Prepare consolidated accounts from LQMs and A.M.
- Report on financial situation to A.M. Trustees at each trustees' meeting
- Liaison with LQM Treasurers
- Maintaining small 'home office'
- Responsibility for secure storage of LM & A.M. previous 6 years accounts & destruction of outdated accounts

3. Frequency, location and types of meetings involved:

- Providing report of financial situation (in person or written) to A.M. Trustees at each of their meetings
- Presenting the consolidated accounts to trustees and then presenting approved accounts to Area Meeting
- Meeting with LQM Treasurers at least twice each year
- Meeting with the book-keeper and Examiners as necessary before production of final accounts
- Meeting with the book-keeper and Examiners for feedback after presenting accounts

4. Approximate monthly time commitment:

- At least three days, with some business most weeks

5. Legal requirements, if any, relating to post:

- Duty of Care
- Charity Commission requirements apply

6. Trienniums expected (and progression):

- Two, and second triennium should include supporting an Assistant Treasurer to develop thorough training and experience to take over as Treasurer

7. Training needed to start, and ongoing:

- Attendance at a residential Woodbrooke course for Treasurers
- Training required to be competent with the spreadsheet programme in use
- Training on all A.M. and LM bank accounts, property, restricted & non restricted funds, & investments.

**Personal Qualities and abilities**

8. Personal qualities and skills needed:

- Numerate, at ease with figures, careful and reliable
- Able to work well with others
- Ready and able to learn on the job

9. Technical, computer use or administrative skills needed:

- Able to use IT, familiar with Spreadsheets

10. Experience needed, or desirable:

- Ideally to have spent a triennium as Assistant to the previous Treasurer
- Understanding of Accountancy practice

11. Is membership required?

- Yes

<p>12. Knowledge of Quaker Business Method required?</p> <ul style="list-style-type: none"> <li>• Yes</li> </ul>
<p><b>Support in place for the post holder after appointment</b></p>
<p>13. Sources of support (including identified 'mentor/s'):</p> <ul style="list-style-type: none"> <li>• Previous post-holders;</li> <li>• The Account Examiners</li> <li>• Experienced LQM Treasurers</li> <li>• Quaker Stewardship Committee</li> <li>• A.M. book-keeper</li> </ul>
<p>14. Quaker Faith and Practice references:</p> <ul style="list-style-type: none"> <li>• 14.08 – 14.26</li> </ul>
<p>15. Other helpful sources of information and guidance:</p> <ul style="list-style-type: none"> <li>• Treasurers' Handbook, Treasurers' Conferences, Courses at Woodbrooke</li> <li>• Association of Church Accountants &amp; Treasurers (ACAT) Handbook, Charity Commission guidelines</li> </ul>
<p>16. Help with expenses:</p> <ul style="list-style-type: none"> <li>• By request to A.M. and maintaining own accounts and expenses for submission to AM for payment</li> </ul>
<p><b>Comments and helpful information (e.g. from previous post holder)</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

**Date: 5th July 2017**