

Birmingham Churches Together Training: Treasurer

- Purpose** To have general oversight of the financial matters pertaining to Birmingham Churches Together Training.
- Responsibilities**
- responsible for the work of the Administrative Assistant in the day-to-day recording of financial transactions and settlement of accounts.
 - responsible for the work of the Administrative Assistant in the preparation of financial reports for the BCT Training Management and Finance Committees.
 - responsible for the work of the Administrative Assistant in the preparation a budget the next academic year for submission to the BCT Training Management Committee and Finance Committee.
 - to prepare, in conjunction with the Administrative Assistant, the accounts for an independent examination in line in the with Birmingham Churches Together accounting year.
 - to attend meetings of the BCT Training Management Committee (usually 4 meetings a year) and Finance Committee (usually 4 meetings a year).
- Accountable to** - BCT Training Management Committee on behalf of the Trustees of Birmingham Churches Together
- Period of Office** - The Treasurer is appointed initially for a period of one year and this appointment may be renewed following a review.