



**The Uniting Church in Australia
Presbytery of Central Queensland**

Role Description

Position Title:	Presbytery Treasurer
Position Status:	Part-time 0.3FTE
Classification/Salary	Award Free, Level 3
Location:	Hybrid. Work from home or in the Presbytery Office

The Church:

The Uniting Church in Australia (the Church) is the third largest Christian denomination in Australia. In Queensland, the Uniting Church has around 250 congregations and has a number of schools, colleges and community services (such as UnitingCare Queensland and Wesley Mission Brisbane).

In response to God's Call at this time, the Uniting Church in Queensland is committed to: Uniting in Christ; acting with love, living with hope, witnessing in faith, and working for justice.

Background:

Enabling and supporting congregations and agencies to be a witness, a sign and an instrument of Christ in their communities.

The Presbytery of Central Queensland extends from Winton in the west to the Central Queensland coast in the east. On the coast it extends from Proserpine and Airlie Beach in the north to Miriam Vale and Agnes Water in the south. The district is approximately 1200 kilometres west to east and 640 kilometres north to south.

Reporting Relationships:

The Treasurer of Presbytery is an ex-officio member of the Presbytery Executive, PRC/Standing Committee of Central Queensland.

The Treasurer will formally report to each meeting of the Presbytery (currently 3 times per year – March, July and November), and formally to the Presbytery Pastoral Relations / Standing Committee.

The Uniting Church in Australia

Regulations

3.6.2

Treasurer

(i) The Presbytery shall appoint a treasurer for such period up to five years as the Presbytery shall determine.

(j) The treasurer shall receive all moneys on behalf of the Presbytery and pay them into a bank account of an approved financial institution (See Reg. 3.8.7), keep proper books of account and furnish financial statements to the Presbytery at the end of each year and at such other times as the Presbytery may require.

Maximum Term of Officers

(k) The retiring chairperson, secretary and **treasurer** shall be eligible for re-election for a further term or terms of office up to a maximum of ten consecutive years.

FUNDS OF CONGREGATIONS, COUNCILS OR OTHER BODIES

3.8.6

Congregations, Church Councils, Presbyteries, Synods, the Assembly or other bodies may establish funds to provide for the proper discharge of their purposes, responsibilities and objects, and they shall respectively be managed and administered by such persons or bodies and in such manner as the Church Council (or Church Councils working collaboratively), Presbytery, Synod or Assembly may determine.

ACCOUNTING AND AUDIT

3.8.7 (a) to (h)

Books of Account

(a)

All funds of the Church shall be accounted for using proper, approved methods of accounting. The body responsible for funds shall keep proper books of account. The books of account shall include all receipts and disbursements received or made, all credits and debts owing or due and all other relevant matters necessary

FUNCTIONS:

1. Presbytery

- a. Prepare Annual Operating Budget for Presbytery approval
- b. Arrange Annual Audit
- c. Recommend to Presbytery or Standing Committee the appointment of the Auditor.
- d. Maintain
 - i. Synod Equalisation Fund
 - ii. Determine Congregational annual contributions to the fund.

- iii. Accounts of the Presbytery using appropriate software, either personally or liaising with Presbytery Administration Officer, ensuring timely payment of accounts and receipting and banking of monies and lodging of BAS.
- iv. Bank accounts of Presbytery, including Youth Task Group, including signatory updates, and act as online banking administrator.

2. Congregational Oversight

a. Maintain

- i. communications and relations with Congregational Treasurers, including a listing of the treasurers and their contact details (this in association with the Presbytery Secretary), and ensure all Annual Congregational Returns are submitted to the Presbytery and Synod.
- ii. Arrears of Stipend and Combined Presbyteries Mission Pool contributions and follow up Congregational Treasurers as required as early as practicable. Make recommendations of ways in which the Presbytery may be able to assist.
- iii. contact as point of first referral for Congregational Treasurers looking for help on processes, contact personnel, GST and other matters.

b. Prepare:

- i. proposed allocations of individual Congregational Contributions to the Combined Presbyteries Mission Pool for adoption by the Presbytery to enable the Presbytery to meet its agreed total contribution. Communicate with and negotiate variations with Congregational Treasurers as required.

c. Monitor:

- i. changes in congregational financial positions which may impact adversely on their ability to meet Stipend and Combined Presbyteries Mission Pool contributions already in place (as far as practicable) and be aware of and advise PRC/Standing Committee as appropriate for support and/or action.

3. General

- a. In conjunction with the Presbytery Minister and Presbytery Pastoral Relations / Standing Committee make submissions for any new or continuing In Solidarity and/or Particular Function and/or Strategic Project Grants for Congregations and the Presbytery as required.
- b. Wherever possible attend meetings/gatherings of Presbytery Treasurers arranged by the Synod (usually every 2 or 3 years).
- c. Maintain relationships with Synod Finance staff, particularly the Presbytery Accounts and Finance personnel.
- d. Where appropriate arrange Presbytery wide or area meetings with Congregational Treasurers or representatives to convey significant

information regarding finances and processes, provide or arrange support and education or training as appropriate.

4. Qualifications

Ideally this position would suit a retired Accountant or Business Manager, a minimum Certificate 4 in Business, Administration, or other related to the requirements of this role.

5. Experience/Skills

- a. ability to work independently as well as part of a team
- b. demonstrated experience in similar positions
- c. demonstrated ability to communicate effectively, both verbally and in writing
- d. organisational skills, with a focus on accuracy and timeliness
- e. knowledge of and a commitment to the values of the Uniting Church in Australia would be advantageous

6. Additional requirements:

- a. The successful applicant must be eligible to work in Australia legally and proof of eligibility may be requested.
- b. Suitability Card for Child Related Employment (Blue Card) – All adults in QLD in regulated employment who work with people under 18 years are required to undergo a “Working with Children Check” under the screening provisions of the Working with Children (Risk Management and Screening) Act. Presentation of a current Suitability Card must be made before appointment to the position can be confirmed.
- c. National Criminal History Check to be provided and assessed every three years. Presentation of a current National Criminal History Check must be made before appointment to the position can be confirmed.
- d. Ability to work flexible hours to attend Congregations and Committee meetings, where required.

Authorised by:

Signature

Presbytery of Central Queensland

Presbytery Minister

Date: 24 September 2025