**Purpose of role:**

To count monies after a service and carefully record all giving. Reports to or works closely with the Treasurer and/or Churchwardens and Gift Aid secretary.

**This role may be combined with other roles. Overall responsibility for finances lies with the PCC.**

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

* Receiving, counting and recording monies and cheques received in the Worship Community onto the Vestry Forms.
* Receiving, counting and recording monies and cheques received during the week onto the Vestry Forms eg church box, funeral fees and donations, hire costs etc.
* Banking all cheques and cash.
* Maintaining the Worship Community's petty cash float.
* Authorising and paying local cash expenses in line with the PCC's policy.
* Able to maintain absolute confidentiality about people’s donations.

**Commitment required:**

You will normally work as part of a team reporting to the Treasurer.

Undertaking a Cashier role may also form part of a Sidesperson’s duties.

This role is voluntary.