



ADVERTISEMENT PROVINCIAL TREASURER

The Anglican Church of Southern Africa is seeking to appoint a Provincial Treasurer to succeed the present incumbent.

The Anglican Church of Southern Africa is a Province within the worldwide Anglican Communion. It is a multi-national Province which is made up of 25 Dioceses representing approximately 1000 parishes and chapelries in South Africa, Namibia, eSwatini, Lesotho and on the Island of St Helena. The Metropolitan of the Province is the Archbishop of Cape Town, the Most Revd Dr Thabo Makgoba and he leads the Province in conjunction with the 25 Bishops who lead the 25 Dioceses making up the Province.

The role of the Provincial Treasurer is multi-faceted and includes the following:

- Ex Officio member of the Provincial Finance Board which meets 4 times per annum and to whom the Provincial Treasurer reports on matters pertaining to the finances of the Province.

The Treasurer is required to set, in conjunction with the Provincial Finance Board, the annual budget of the province. In addition, the Treasurer is required to raise assessment income from the 25 Dioceses to meet the budget expenditure. The Treasurer holds responsibility for monitoring both the income and expenditure.

The Treasurer hosts an annual meeting of the Diocesan Secretaries and Administrators to share the budget for the ensuing year together with the proposed Diocesan assessments to meet the budget.

The Treasurer is required to oversee the audit of the Provincial Finance Board by 30 June annually.

Submit all statutory returns by 30 June annually.

Undertake financial reviews of Dioceses prior to the retirement of the incumbent Bishop.

Meet with Diocesan bodies and review extension of tenure requests made by Diocesan Bishops and report directly to the Archbishop.

Oversee the payment of stipends and salaries of personnel, ensure that property maintenance is carried out and oversight the finances of Bishopscourt together with preparation of budgets.

- Secretary to the Provincial Trusts' Board which meets 4 times per annum. The Treasurer is responsible to the Board for the accounting of the assets of the Board and producing annual audited financial statements by 30 June annually. The Treasurer maintains all records of the Trusts' Board and ensures that decisions taken by the Board are implemented timeously.
Member of the Provincial Trusts' Board Audit Sub-committee
- The Provincial Treasurer is a member of the following bodies and sub-committees:

Canon Law Council

Safe and Inclusive Church Commission

Provincial Synod Advisory Committee

Provincial Standing Committee Advisory Committee

Printing Committee

Publishing Committee

Attendance at HOPE Africa Board Meetings and AGM

HOPE Africa Audit Sub-committee (Chair)

College of Transfiguration HR and Finance Sub-committee

Managing Trustee of the Zonnebloem Charitable and Educational Trust

Over and above the roles and responsibilities tabled above there will be requests to visit dioceses and assist in times of various crises/challenges. The need for these visits will be determined by the Archbishop of Cape Town.

The applicant should have the following skills and qualifications:

Be a committed Anglican in good standing

Have a tertiary qualification in finance with 10 years of relevant experience

Have good administrative skills

Good inter-personnel skills

Ability to work under pressure

Ability to travel with occasional meetings being held on weekends

A good knowledge of the workings of the Anglican Church would be an advantage

The position is based in Cape Town with offices in Claremont. Should an applicant require relocation to Cape Town this will be considered.

Salary will be commensurate with qualification and experience. Benefits offered by the Anglican Church of Southern Africa includes medical aid and pension fund membership. There is a generous leave provision.

Applications should be submitted prior to 31 January 2025 and should include an application letter together with a comprehensive curriculum vitae. The curriculum vitae should include names and contact details of at least two referees. If shortlisted, the applicant will need to provide a police clearance certificate and a signed Safe and Inclusive Church Declaration issued by the Anglican Church of Southern Africa. **Applications should be sent by email to the Chair of the Provincial Finance Board**, details are as follows:

The Rt Revd L Pretorius on email address: bishop@stmark.org.za.

The Anglican Church of Southern Africa reserves the right to not make an appointment.