

February 2025

Appointment of Honorary Treasurer for Cathedrals Plus

Cathedrals Plus is seeking a volunteer with accounting experience to act as Treasurer to replace the existing incumbent who is retiring. Previous financial experience is preferred with confidence in using Excel Spreadsheets. Duties include

- keeping records of subscriptions paid* and administrative expenses
- raising invoices for goods and services
- managing the online bank account, making payments by BACS and tracking receipts
- assist with the administration and finances of the annual conference*
- preparing the annual budget together with officers of the Council, and tracking spend
- attending Council meetings (via Zoom, 3 or 4 times per year) and providing a financial report each time (summary only)
- provide accounts for submission to the Charity Commission (the report is written by the Secretary)

**with the support of the Secretary & Council members*

You do not have to be a Christian to apply, although an interest in cathedrals and similar organisations as sacred places of heritage and learning is desirable.

About us:

Cathedrals Plus is a registered charity that provides a network for, and supports cathedrals, abbeys, greater churches and other Christian organisations in their work welcoming and engaging visitors to their sacred place (whether tourists, pilgrims or worshippers, of any age, faith and histories).

Cathedrals Plus runs a 3-day residential conference each year at one of our member sites, plus a 1-day conference also for members. There are regional hub networks that also meet during the year.

An elected Council from members' staff (clergy and laity) meet 3 or 4 times a year: meetings are conducted via Zoom, except for the AGM which is held at the annual conference.

Cathedrals Plus has no employees, but has a self-employed Secretary (Minutes & Membership) and a Co-Secretary (Web Manager, Marketing, Events & Social Media).

For further information please contact:

Email – secretary@cathedralsplus.org.uk