

JOB DESCRIPTION

Job Title:	Part-time Bookkeeper
Location:	Christ Church, Redford Way, Uxbridge UB8 1SZ
Responsible to:	Resources coordinator/church treasurer
Purpose and objectives:	Maintaining financial records, preparing information for church meetings and auditors

Main Responsibilities:

- Keeping a record of all income and expenditure
- Arranging reimbursements of approved expenses for church members
- Arranging reimbursements of expenses/allowances of visiting preachers
- Producing summaries of financial information for church meetings
- Preparing information for auditors
- Monthly reporting to the church treasurer or specified church elder
- Additional bookkeeping duties as required

The job holder will do all tasks within his/her level of skill and ability.

Terms and conditions:

- The salary will be £15.00 per hour.
- The post is for 2 hours per week, which can be worked flexibly Monday - Friday.
- There will be opportunities for training, if needed.
- All reasonable expenses will be reimbursed.
- 28 days statutory annual leave entitlement per year (pro-rata for part-time workers).
- Appointment will be subject to a satisfactory Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Person specification

	Essential	Desirable
Qualifications	GCSE Maths and English (C or above)	
Experience		Previous experience of bookkeeping
Skills	IT and numeracy skills Competent in using Excel Integrity and approachability Experience of managing own time and workload effectively, meeting targets and deadlines	
Personal disposition	Approachable and friendly. Organised with an ability to manage varying tasks and see through to completion Able to maintain confidentiality.	Able to build and maintain effective working relationships at all levels, both internally and externally.