

## JOB DESCRIPTION

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| <b>Job Title:</b>              | Part-time Bookkeeper  |
| <b>Location:</b>               | Christ Church, Redford Way, Uxbridge UB8 1SZ  |
| <b>Responsible to:</b>         | Resources coordinator/church treasurer  |
| <b>Purpose and objectives:</b> | 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 £10.85 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**

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