

## Role Profile: Bookkeeper

### Job purpose

This is a bookkeeping role working within the Operations Team with the primary focus on maintaining accurate financial records, the timeliness of financial transactions, monthly reconciliations and reporting, to provide the Operations Manager, Treasurer and PCC with information for the proper stewardship of resources to enable them to fulfil the vision and purpose of Christ Church: “To know Jesus, and to make Jesus known in the community, to the glory of God”.

### Key Responsibilities

The Bookkeeper will:

- maintain various financial spreadsheets as appropriate
- upload invoices on church’s accounting system (ExpensePlus), check receipts and upload payments on Barclays once approved
- process staff team expenses (check receipts and upload to Barclays once approved)
- process the payroll (pay, pensions, HMRC payments) and process leavers and joiners
- download and import bank statements into Church’s accounting system for bank reconciliation
- export monthly donor data from ExpensePlus and import into ChurchSuite. Calculate Gift Aid monthly and submit to HMRC.
- maintain donor and Gift Aid records; prepare and send yearly Donor letters
- submit utilities readings as required and monitor usage (electricity and gas)
- analyse trends in energy consumption and cost to Finance Committee to assist in decision making
- monitor balances and make or arrange transfers between bank accounts as necessary
- monthly banking of collections and other income and paying-in income at bank as necessary
- manage event income, disbursements and banking
- reconcile Stripe, GiveALittle and credit card monthly
- prepare invoices for diocesan fees and hire of facilities
- complete and submit quarterly diocesan fees return
- download BACS report monthly
- record and journal any payments between funds
- maintain banking records (eg trustees) and general correspondence
- manage bookstall, controlling sale or return books and stock
- complete the Finance section of the Parish Return in consultation with Operations Manager
- complete the Charity Commission Annual Return in consultation with Operations Manager
- assisting Operations Manager with the preparation of financial information for Treasurer for the preparation of the PCC report (every 2 months)
- assist with the annual year end independent examination
- upload supporting documentation on to shared drive for the annual year end independent examination
- assist Operations Manager in preparing budget in consultation with Treasurer
- upload final budget into church’s accounting system
- prepare pledge leaflet and manage and record pledges

### Other

- assist operations team with other tasks as required

## Terms and Conditions of Employment

- It is a condition of employment that the Bookkeeper understands, accepts and abides by the policies in the Employee Handbook and Code of Conduct
- Salary range £12.71 to £14.50 depending on skills and experience
- Hours of work 15 hrs / week
- Annual holiday of 24 days pro-rata
- Generous pension scheme
- Flexible working pattern, subject to required attendance in the office on Tuesdays

## Accountability & Working Relationships

- The contract will be between the Bookkeeper and Christ Church PCC. The Bookkeeper is accountable to the Operations Manager with whom he/she will meet weekly as appropriate for planning and review of activities and for support
- The Bookkeeper will join the Church Staff Team and participate in monthly Staff Meetings
- The Bookkeeper will respect the confidentiality of all financial information

## Desirable Qualifications & Experience

- Excellent Microsoft Office skills (Excel, Word, PowerPoint, Outlook)
- Knowledge of Accounting Software (Not essential but would be beneficial)
- Proven experience of bookkeeping
- Understanding of financial processes

## Personal Attributes

- Relational skills
- Humble and teachable
- Ability to exercise discretion in dealings with staff team and congregation members
- Flexibility and enthusiasm
- Good time management and self-organisation
- Willingness to work within a Church ministry team

## Who Are We: Christ Church, Virginia Water

We are a Church of England Parish Church located in the beautiful Surrey village of Virginia Water. We are a congregation made up of an international family drawn from over 25 different countries, many Christians of various denominations, living within a 10-mile radius of Virginia Water. We rejoice in our rich diversity but are united in knowing Jesus Christ as our Lord and Saviour and share a desire to help one another, from God's Word, to discover our full potential in a personal relationship with God through Jesus Christ. We are discovering that Jesus brings meaning, purpose and fulfilment as we grow to know him, to trust him and to serve him together for his glory. This is clearly expressed in our vision and purpose statement "To know Jesus, and to make Jesus known in the community, to the glory of God"

Our team comprises Vicar, Curate, Children's and Families Pastor, Youth, Student & Young Adult Worker and Worship Director, Operations Manager, Finance Administrator (part-time), Parish Administrator (part-time), and a large team of committed volunteers.

## Vision and Purpose

Our vision and purpose statement is "To know Jesus, and to make Jesus known in the community, to the glory of God" and we seek to bring this to life through our five vision strands:

**Reaching and Growing** – enabling the Church to serve the Community

**Maturing and Equipping** – care and nurture of every member of the body of Christ

**Influencing and Caring** – addressing issues of current concern locally, nationally and beyond

**Spreading and Promoting** – using contemporary media to spread the Good News

**Serving and Sharing** – supporting missions, sending resources and skills through teaching and training