

## **JOB DESCRIPTION**

### **Bookkeeper (Maternity Cover – Part time)**

**What we're looking for:** We are looking for someone who could cover the maternity leave of our Bookkeeper - this could be someone who has experience working with financial information or a specific bookkeeping qualification. We are keen to find someone who understands our values as a church, who takes initiative, is a keen learner, has good communication skills and has a proven record in dealing with confidential information.

**Position Type:** Temporary, fixed term contract to cover maternity leave (approx. 1 year)

**Hours:** 14 hours (equivalent of 2 days) per week (working pattern open to discussion)

**Place of work** The Church Offices – Wimbledon, SW19 4UW

**Start Date:** w/c 5<sup>th</sup> September 2022

**Responsible to:** Senior Leaders & Trustees

**Responsible for:** No Direct Reports

**Salary:** £25,000 - £30,000 (pro rata), depending on experience, plus benefits

**Benefits:** 25 days holiday, plus bank holidays (pro rata)  
10% Employer pension contribution  
Private health cover (on completion of probation)  
Income Protection Insurance (on completion of probation)  
Life Assurance Insurance (on completion of probation)

**Objectives:** The post holder will take overall responsibility for planning and delivering an efficient and compliant bookkeeping service to the Senior Leaders and Trustees. Responsibilities will include bookkeeping, financial reporting, compliance reporting, HR reporting and communicating with church members on giving related issues.

### **Principal accountabilities / responsibilities**

1. To act as the church's bookkeeper, managing our Quick Books system to correctly categorise and record income, purchases and payments
2. To take responsibility for all banking, bank reconciliations, petty cash, payments and expenses processing

3. To maximise the value of the Gift Aid which can be reclaimed, through publicising the scheme to church members, supporting donors and processing Gift Aid claims on a timely basis
4. To communicate with church members regarding their financial giving to the church in an appropriate and sensitive manner, and arranging payment mechanisms for events
5. To prepare high quality, informative Management Information Reports, cashflows and budgets for the Senior Leaders and Trustees, and to develop further the reporting tools and processes to maximise the quality of the information provided
6. To work closely with our external accountants to support the preparation of the end-of-year accounts and independent examination
7. To take responsibility for ensuring that the church is compliant with all Charity Commission, Companies House and HMRC requirements (i.e. P11D forms)
8. To keep an accurate asset register and keep the relevant insurance policies up to date, processing any claims that may arise
9. To maintain the stock inventory and record keeping for the Growbaby ministry
10. To manage SW London Vineyard's relationship and contracts with third party service providers including Audit services, HR, legal, financial advisory and insurance and to ensure that such contracts are renewed/ renegotiated as required
11. To proactively maintain staff sickness and holiday records and to act as the primary point of contact with the church's payroll provider, providing monthly direction in relation to required payments and addressing any issues which arise
12. To oversee the annual renewal and implementation of staff benefits, processing monthly pension contributions, as per the auto-enrolment scheme
13. To act as the church's receptionist, responding to those who telephone, visit or email the church office in a timely manner and engaging the wider team where required
14. To undertake such other duties as may reasonably be required by the Church from time to time

**PERSON SPECIFICATION**

**Bookkeeper (Maternity Cover – Part time)**

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Experience</b>	
<ul style="list-style-type: none"> <li>• GCSE English and Maths</li> <li>• Strong numeracy skills</li> <li>• Experience working with financial information, accurately interpreting data and communicating how this information impacts the organisation</li> <li>• Experience producing written reports and adapting communications to suit different purposes</li> <li>• Experience maintaining multiple long term and short term projects at the same time</li> <li>• Experience working with confidential information</li> <li>• Strong Microsoft Office skills, with excellent Excel ability</li> </ul>	<ul style="list-style-type: none"> <li>• A Level Maths or Bookkeeping qualification</li> <li>• Working knowledge of Quick Books</li> <li>• Familiar with aspects of charity and company compliance</li> <li>• Working knowledge of ChurchSuite</li> <li>• Basic understanding of GDPR concepts and practices</li> <li>• Experience working in a church environment</li> </ul>
<b>Personal Attributes/ Strengths</b>	
<ul style="list-style-type: none"> <li>• Responsible, trustworthy and professional; able to respect and maintain confidentiality</li> <li>• Comfortable having exposure to a large amount of confidential information</li> <li>• Sound judgment and discretion when speaking about the Church to staff and church members</li> <li>• Excellent attention to detail and committed to producing work of a high quality</li> <li>• Self-starting, proactive and able to take initiative - confident to take complete responsibility for area of work, identifying work that needs to be done and taking a lead on making such things happen</li> <li>• Able to manage the expectations of the Senior Leaders and Trustees, proactively communicating progress and potential issues</li> <li>• Strong interpersonal skills and comfortable dealing with colleagues of all seniority levels</li> <li>• Able to judge when and how to seek assistance from others in the course of their work</li> </ul>	

<ul style="list-style-type: none"> <li>• Prepared to learn new skills and able to respond to changing demands and priorities</li> </ul>	
<b>Ethos/ Beliefs</b>	
<ul style="list-style-type: none"> <li>• Sympathetic to the values and ethos of Vineyard Churches UK &amp; Ireland</li> <li>• Able to promote and communicate the aims of the church in communications</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the work and vision of SW London Vineyard</li> </ul>