

Croydon Vineyard - Bookkeeper and Administrator

24 hours a week. Some time in the Staff office will be required but remote working will also be possible. Pro-rata 5 weeks holiday a year in addition to bank holidays. Pension and other benefits are included. We would like this role to begin in September 2025. Competitive salary.

Croydon Vineyard has grown over the last 12 years from a small house church to a church of 500+ with 9 employed staff. This role is a new one; taking our bookkeeping off our Kids Pastor, and adding some administrative work.

As a growing church where things are constantly changing, a can-do attitude is essential, as is the ability to cope with last minute changes or additions. For motivated staff members, additional developmental opportunities can be found and we would expect that the right person would really enjoy and be enriched by the role.

The role will be responsible for the following:

Bookkeeping and financial management

- Record and reconcile all financial transactions, including tithes, offerings, donations, and expenses.
- Maintain the general ledger and chart of accounts.
- Process payroll and ensure compliance with tax regulations.
- Prepare quarterly, and annual financial reports for Trustees.
- Manage accounts payable and receivable.
- Oversee bank reconciliations and monitor cash flow.
- Assist in budget preparation and financial forecasting.
- Ensure compliance with financial policies, procedures, and relevant legal requirements.
- Support annual audits and prepare documentation as needed.
- Maintain confidentiality and integrity in handling sensitive financial information.

Administration:

- Book, edit and cancel room bookings and checking the bills are accurate and paid on time

- Management of fabric and supplies of the office, liaison with cleaner and check stock of cleaning materials
- Dealing with building issues as they arise. Maintaining paperwork like insurance, gas safety certs etc
- Researching and ordering new items as directed by the Budget holders
- Organising meetings with leaders and members of the church
- Booking hotels, travel, conferences and processing of expenses
- Ensure our database is accurate, legally compliant and being used effectively by the staff team and volunteers so that new people and existing members receive attractive and clear communications that are of a high quality, fit for purpose and fit with our look and feel
- Helping facilitate staff team communications through workflow systems, calendars and emails
- Managing the various church inboxes and post box

Person Specification and experience

- The person must be happy to work in the staff team of Croydon Vineyard church, taking part in Staff prayer and worship meetings.
- Hard working and highly organised. The job has responsibility for ensuring monthly and weekly tasks are done accurately and on time, so it is essential that the person is detail oriented and reliable.
- Experience in working with finances is highly desirable, although if the person is ready to proactively learn new skills, a lack of experience need not be a barrier.
- Due to the confidentiality of data and sensitivity of information shared in the office, it is essential that the person can keep confidentiality.

How to apply

Both a CV and a cover letter explaining why you would like the job should be sent to tina@croydonvineyard.org.uk before 5pm 8th August 2025. Interviews will be held August 19th.

Applicants must hold a valid passport and / or appropriate work visa to be eligible for this position.

