

Church Bookkeeper – part time role

The role: The role of the Bookkeeper is to provide financial accounting and administrative support to the mission and ministry of the church.

Responsible to: Revd Sarah Yetman, Vicar

Hours: Up to 4 hours per week, worked flexibly to accommodate the needs of the role.

Salary: £13.00 per hour

Appointment term: tbc

Background and Context:

St Mike's Bournemouth is an exciting and growing church located on the western side of Bournemouth town centre. Close to the beach, St Mike's serves a diverse and international community where most local residents are under the age of 60. The local three-form entry church primary school has around 55 different languages spoken and is a key partner in mission. A faithful congregation has met in the church for over a century, joining with our sister church St John's as one parish in 1984. The church has always had a heart for social action, and reaching out into our community. We are actively prioritising our ministry to children and families and they form a vital part of our church congregation.

St Mike's has been awarded funding from the Church of England's Strategic Development Fund to revitalise the church, to grow the congregation and build a sustainable church that engages missionally with the local community and the world around. St Mike's is working together with the Diocese of Winchester as part of a wider programme for church renewal across Bournemouth and Christchurch. We officially launched the new church in December 2021.

Key responsibilities will include:

- Reconciling transactions, balance sheets and bank statements, ensuring transactions are correctly posted in the system
- Recording regular giving
- Producing monthly management accounts
- Setting up invoice payments and posting them on the system under the correct category
- Recording SumUp payments
- Producing year end accounts
- Reclaiming Gift Aid on eligible transactions
- Reclaiming VAT on eligible transactions
- Liaising with the Treasurer for budget setting and year end accounts

Education and qualifications:

- A level or equivalent in Maths is desirable

Background and experience

Our ideal candidate will have:

- Relevant experience in financial accounting computer programmes
- A willingness to learn

Skills, knowledge, and experience:

- Personal integrity, sensitivity and caring that inspire confidence in our congregation with the ability to maintain confidentiality in all matters and specifically financial.
- Excellent bookkeeping and numeracy skills
- Excellent telephone and interpersonal skills
- Flexibility and effective time management skills
- Proficient in Microsoft Office Software (Outlook Email), Office Equipment operation and maintenance
- Ability to work alone and use initiative, but also to work alongside others when necessary

Other:

- This role description and performance will be reviewed after 3 months. During the trial period the role may be curtailed by either party giving one week's notice. For the remainder of the fixed term a one-month notice period will be required.
- Every team member is part of leading revitalisation in the church, providing visible leadership of the culture and values.
- Holiday entitlement is 5 weeks (or equivalent) plus Bank Holidays (or a day off in place of Bank Holidays worked).
- Expenses will be reimbursed for all costs directly incurred in carrying out the duties above.
- The designated place of work is St Michael's Church, Poole Road, Bournemouth BH2 5QU.
- The employer will be the Parochial Church Council St John with St Michael Bournemouth, Registered Charity No. 1163376.
- The role is offered on the basis of the role holder having a right to work in the UK.

This role description and person specification is not an exhaustive list of tasks and responsibilities.