



## HOLY TRINITY BOOKKEEPER

For general information about the parish, please see [www.htboa.org](http://www.htboa.org).

### Overview

The new post of Holy Trinity Bookkeeper will be based in the Holy Trinity Parish Office at 18A Woolley Street, Bradford on Avon BA15 1AF, but with the opportunity to work from home for most of the time. Employed by Holy Trinity PCC and responsible to the Rector, the Bookkeeper will support the PCC Treasurer in the day-to-day administration of their voluntary role.

The role is for 3 hours per week initially, with flexibility as to how this is spread across the week, and there do tend to be peaks and troughs within the monthly cycle. Communication with the Treasurer and Rector will be for the most part by Email, making this style of working possible.

### Job Description

Principal tasks:

- Inputting and production of monthly accounts (using 'Data Developments' Church Accounting Software)
- Production of Annual Accounts (Year End is 31 December)
- Management of Gift Aid and GASD (Gift Aid Small Donations)
- Making of payments
- Efficient filing and record-keeping of all financial documents
- Administration of the monthly Benefice Payroll (5 part-time people in total) in conjunction with a professional bookkeeper who deals with the Inland Revenue

### Terms and Conditions

- 3 hours per week at a salary of £11 per hour which will be paid monthly in arrears by BACS as a part of our Benefice Payroll
- 6 weeks paid holiday per annum
- No automatic sick pay and no pension
- Responsible to Holy Trinity PCC
- Accountable to and supported by the Rector

### Person Specification

#### *Essential*

- Experience as a bookkeeper or similar accounting role
- Good IT skills – and a willingness to learn
- Well-organised and efficient
- A sense of thoroughness, taking a pride in their work, and with high standards in accuracy and clear and attractive presentation
- A calm manner, and the flexibility and ability to work under pressure on occasion

#### *Desirable*

- Some knowledge and/or experience of the Church of England