

JOB DESCRIPTION Date of JD: 29/12/2020

Job Title:	Parish Bookkeeper
Department:	Finance
Reporting to:	Incumbent and PCC Treasurer
Supervisory Responsibility:	NONE
Financial/Budgetary Responsibility:	Recording and maintaining financial transactions.
Job Summary: <p>The Parish Bookkeeper supports the Vicar and PCC Treasurer in the financial management of the PCC's affairs and ensures integrity of the PCC's book of accounts.</p> <p>Responsibilities include the counting of cash, recording and banking as well as recording transactions in the computerised accounts system.</p> <p>The role will have a base at the Parish Office when required, with remote working where possible. Working an average of 8 hours per week (on a flexible basis), working time will be uneven, with peaks at month ends, budgeting end and year end.</p> <p>The Parish Bookkeeper will also be required to maintain good relationships with staff and volunteers including supporting the Gift Aid and Envelope secretaries in their roles, as required. They will also work with the Administration Manager where appropriate to facilitate their role.</p> <p>Due to the nature of the role, the postholder should hold a recognised accounting qualification, or be qualified by experience, preferably in a charity or non-profit environment. Experience of working with Microsoft Office (especially Excel and Word) is required, along with an ability to learn custom software as necessary.</p>	
General Context: <p>Beverley Minster is a Christian Church which exists to glorify God and serve the community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality. Those who interact with the public should maintain a smart appearance. They are also expected to support and facilitate the clergy in the breadth of their ministry.</p>	

Duties & Responsibilities:

- **Promptly recording all financial transactions in the computerised accounts system**
- **Carefully monitoring cash flow to ensure all invoices are paid promptly, so maintaining the Minster's good reputation.**
- **Submit the quarterly VAT return in conjunction with the Minster Old Fund accountant.**
- **Record daughter church transactions in the Minster accounts**
- **Regularly reconcile all balance accounts (quarterly as a minimum).**
- **Respond to requests for financial information as required**
- **Prepare the quarterly reconciliation of transactions with the Old Fund**
- **Providing information to the accountant to facilitate the preparation of monthly management accounts and other ad hoc reports as required carry out**
- **Providing information to enable the accountant to prepare the annual budget**

Key Relationships and Support

- **Administration Manager**
- **The Clergy, Youth Minister and Director of Music**
- **PCC Treasurer and other members of the Finance Committee and PCC**
- **The Gift Aid and Envelope Secretaries**
- **The Leader of the Counting Team**
- **External Suppliers and Customers**

Additional responsibilities:

- **Ensure that the highest standards of professional performance are maintained**
- **Promote equal opportunities in the work of the department**
- **Ensure compliance with relevant legislation and statutory codes of practice as advised**
- **Participate in the arrangements for annual performance reviews**
- **Ensure that professional skills are regularly updated through participation in training and development activities**
- **Any other duties that may be required, that are commensurate with the position of the post**

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.