

## **BOOKKEEPER & FINANCE SUPPORT**

**REPORTING TO:** Head of Finance

**WORKING HOURS:** Monday to Friday, 35 hours per week

**SALARY:** £33,000-£40,000 per annum (depending on experience) plus pension contributions

SAINT is a fast-growing and diverse church meeting across multiple East London locations, with a vision to bring Hope to the People of East London. SAINT is part of the Church of England.

To support the vision, we are recruiting a 'Bookkeeper and Finance Support' to assist in the day-to-day management of church finances. The role offers an excellent opportunity for career development in a fast-paced and dynamic environment.

The role is office based at Hackney Church in East London, although there will be opportunities to work remotely. Working closely with the Head of Central Resources, you will be responsible for the financial functions of Hackney Parish, other SAINT Parishes and connected entities.

### **MAIN RESPONSIBILITIES**

- Management of daily bookkeeping including invoicing, bills, bank reconciliations, and journal entries for the SAINT churches and associated legal entities. This includes the preparation of the monthly management accounts and budgets.
- Other activities will include oversight of donations received, submission of gift aid claims, assistance with payroll, preparation of vat returns, budgeting and forecasting.

### **WHAT YOU'LL NEED TO SUCCEED**

You will either have a basic bookkeeping qualification and/or be keen to work toward an accounting qualification. It is essential to have previous experience of bookkeeping, understand financial statements and be capable of working to deadlines.

### **MINIMUM EDUCATION & EXPERIENCE**

- A minimum of two years' experience working in a similar role, including establishing and maintaining effective financial and procurement procedures
- Strong analytical aptitude, communication and presentation skills
- Intermediate and Advanced skills in Microsoft Office Suite (especially Excel)
- Excellent organisational and project management skills
- High level of interpersonal skills
- Ability to work autonomously as well as part of teams
- Ability to use initiative and make decisions when completing tasks required, ensuring key roles are completed within required timeframes and when asking for more work
- Accurate numerical work and attention to detail
- Positive, constructive attitude and ability to take on board feedback
- Experience with Xero or other accounting programs such as Sage, Liberty or Data Developments

**We are also looking for additional staff within our finance team so do feel free to send your CV with a covering letter telling us a little more about your experience.**