



Archdeaconry Bookkeeper

- Job Title:** Archdeaconry Bookkeeper
- Reporting to:** Diocesan Treasurer
- Based:** Home working and travelling required for site visits within an assigned Archdeaconry and occasionally the wider Diocese as required.
- Hours:** This is a part time post, 17.5 hours per week but with some weekend and evening working for which time off in lieu can be taken.
- Salary:** £11,500 - £17,500 depending on experience.
- Job Purpose:** To maintain financial records on behalf of the Ministry Areas that make up an Archdeaconry. To provide finance reports to the Ministry Area Councils of the Ministry Areas, Archdeacons and Diocesan Treasurer as required. The postholder will contribute to the diocesan vision by producing finance reports and assisting the Diocesan Treasurer, Archdeacon and Ministry Area Leaders with day to day financial record keeping activity along with implementing changes to financial processes to ensure conformity to the Charity Act and make any processes more efficient, sustainable and streamlined. The postholder will also assist our Ministry Area Council trustees to develop their finance development plans and how their resources can be used to best enable the diocesan vision to be realized. The postholder will be working within one of three Archdeaconries within the Diocese as part of a broader team.

Key Working Relationships

- Diocesan Treasurer
- Archdeacons
- Director of Property & Archidiaconal Property Officers
- Ministry Area Finance Facilitator
- Ministry Area Leaders
- Ministry Area Council Trustees including Ministry Area & Church Treasurers
- Ministry Area Finance Committees
- Ministry Area Council Trustees
- External Auditors
- Statutory Ecumenical and Voluntary agencies and partners

Key Responsibilities

Maintain Financial Records

- Maintain Ministry Area financial records in the MyFundAccounting.online platform.
- Ensure that electronic files relating to those records are stored correctly within the Diocesan Cloud Storage System.
- Assist the external Auditor with Annual Independent Examinations of the Ministry Area records.
- Update donor details and gifts for Ministry Areas in the MyGiving.online platform ready for Ministry Area Trustees to submit HMRC Gift Aid and GASDS claims.

Provision of Reports

- Provide reports from the MyFundAccounting.online and MyGiving.online platform for the Ministry Area Trustees, Archdeacons and Diocesan Treasurer as required.
- Provide consolidated finance reports from MyFundAccounting.online for the Annual Trustee Meetings of each Ministry Area along with assisting the Ministry Area Trustees with uploading their Annual Trustee Reports (including the consolidated finance reports) to the Charity Commission Upload Portal.

Engagement with External Auditors

- Assist our external auditor to undertake Independent Examinations or Full Audits of Ministry Areas within the Synod.
- Act as point of contact between the external auditor and the Ministry Area
- To assist the Diocesan Treasurer with implementing external auditor recommendations