



# Bookkeeper

Applicant Information Pack

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Connect Supply Limited. Registered Company 13312279. Registered in England and Wales.



## Introduction

Adrian Curtis, Managing Director

We are excited that you are considering joining Connect Supply.

We are a growing team who are passionate about supporting churches & charities. We focus on people, not profit and our aim is to serve organisations so they can focus on meeting needs and transforming lives.

Our work is growing rapidly as we expand to meet the demand for our services. We are supporting organisations across the UK with a growing range of administration support.

Come and join an exciting, dynamic, fast growing enterprise and help us partner with charities and churches to transform lives together.

*Adrian*

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## What we do

We believe it is not fair that churches, charities and small businesses often struggle to find skilled people to undertake administration tasks. Often leaders are forced to undertake tasks themselves, or delegate them to people who lack the skills. This can restrict growth, increase stress and reduce the efficiency of an organisation.

Connect Supply is an opportunity for churches, charities and businesses to access expertise in communication, HR, finance, IT and other services that they do not need to manage or fully fund on their own.

We liberate teams and leaders to focus on the direction and health of their organisation. Our creative team of visionaries can help leaders rediscover their mission. We can help leadership teams develop a plan for growth and provide connections to other organisations, funders, ministries and services that may be unfamiliar to them.

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## Our culture

Our focus is on people. Whilst we work hard to support the charities and churches we serve, we believe that personal relationships and family life are important.

Whilst our core working hours are Monday to Friday 9am—5pm, we encourage a flexible working style. Our team work from home and whilst we sometimes need to be available at times that suit our customers, we can often fit our work around our personal and family lives.

We are not a formal social enterprise however we will use profits to support charities and churches.



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# The role

## Bookkeeper

Responsible to: **Operations Director**

Responsible for: **Bookkeeping and customer care**

Salary: **£25,350 Full Time Equivalent** (depending on experience)

Full-time / part-time: **Up to full time** (negotiable)

Temporary / permanent: **Permanent**

Location: **Work from home**

### Overall responsibility:

Providing bookkeeping, payroll and gift-aid support services to churches, charities and small businesses. Maintaining financial transactions, such as purchases, expenses, income, invoices, payments, restricted funds, running payroll and managing gift aid submissions. Producing reports as required and preparing end of year accounts.

### Specific responsibilities:

#### Bookkeeping, Payroll, Gift Aid

- Maintain an accurate record of financial transactions
- Account reconciliation to assert the accuracy of transactions
- Monitor variances from projected budgets
- Keep a record of debtors, creditors and restricted funds
- Store electronic copies of receipts and invoices
- Run Payroll, reporting to staff, HMRC and pension providers
- Manage the submission of Gift Aid reports to HMRC
- Manage VAT, submitting VAT reports
- Compliance with Anti Money Laundering requirements and processes
- Other bookkeeping tasks, as required

#### Customer care

- Manage relationships with churches, charities and small businesses
- Answer queries and provide advice, support and share good practice in

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# Person specification

## Required skills:

- Previous experience as a bookkeeper & good understanding of accounting practices is essential
- An understanding of fund accounting
- Good understanding of local churches, church governance and Christian denominations
- An understanding of charity governance
- High attention to detail, producing work to a high level of accuracy
- Computer literacy, especially with spreadsheets, databases and accounting software such as Microsoft Office, Excel, QuickBooks and Xero
- Ability to plan and organise multiple tasks
- Ability to work as part of a team
- Ability to work independently and unsupervised
- Good written and verbal communication skills

## Desirable Skills:

- Knowledge of Xero, Quickbooks, My Fund Accounting, Liberty Finance, Expense Plus, or other bookkeeping applications
- Bookkeeper or accounting qualification

## Personal attributes:

- A desire to see churches and charities change lives
- Honesty and integrity

## Training provided:

- Induction training
- Anti Money Laundering
- Quickbooks & Xero

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# How to apply

The closing date for applications is: **5pm, Friday September 2nd.**

To apply for this position please email a **CV** and **covering letter** to:

[adrian.curtis@connectsupply.co.uk](mailto:adrian.curtis@connectsupply.co.uk)

If you have any questions about this position, please call **01443 555032** or email us using the address above.

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