



Senior Bookkeeper

Applicant Information Pack

www.connectsupply.co.uk



Introduction

Adrian Curtis, Founder & CEO

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

www.connectsupply.co.uk

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



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.

www.connectsupply.co.uk

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



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.



www.connectsupply.co.uk

The role

Senior Bookkeeper

Responsible to: **Head of Services**

Responsible for: **Bookkeeping and customer care**

Salary: **£26,300—£27,300 Full Time Equivalent** (depending on experience)

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

Temporary / permanent: **Permanent**

Location: **Work from home**

Overall responsibility:

Taking a lead in the provision of 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. Mentoring and supporting other members of the bookkeeping team.

Specific responsibilities:

Bookkeeping, Payroll, Gift Aid

- Mentoring less experienced members of the bookkeeping team
- Manage bookkeeping clients
- Maintain an accurate record of financial transactions and relevant audit trail of documentation
- Account reconciliation to assert the accuracy of transactions
- Produce management information reports for clients
- Monitor variances from projected budgets
- Keep a record of debtors, creditors and restricted funds
- Preparation of year end accounts
- 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

Person specification

Required skills:

- Previous experience as a bookkeeper & good understanding of accounting practices is essential
- Experience of taking sole responsibility for year end preparation of accounts
- 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
- Good understanding of local churches, church governance and Christian denominations
- Ability to plan and organise multiple tasks
- Ability to work as part of a team
- Ability to supervise and mentor others
- Ability to work independently and unsupervised
- Good written and verbal communication skills

Desirable Skills:

- Knowledge of Xero, Quickbooks, Expense Plus, or other bookkeeping applications
- Bookkeeper or accounting qualification
- An understanding of charity governance

Personal attributes:

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

Training provided:

- Induction training
- Anti Money Laundering
- Quickbooks, Xero & Expense Plus

www.connectsupply.co.uk

How to apply

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

adrian.curtis@connectsupply.co.uk

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

www.connectsupply.co.uk