



Senior Bookkeeper

Applicant Information Pack

www.connectsupply.co.uk



Introduction

Adrian Curtis, Founder & CEO

We are excited that you are considering joining Connect Supply.

Connect Supply exists to strengthen churches and charities by removing administrative burdens, enabling leaders to focus on the work they are called to do. We are a mission-led, not-for-profit organisation founded by Christians inspired by their faith to serve others, meet needs and help transform lives.

Our work is growing rapidly because the need for our services continues to grow. Every organisation we support represents another church or charity that can spend less time on administration and more time making a difference in its community.

Come and join an exciting, dynamic and growing team as we partner with churches and charities to strengthen organisations, transform lives and make a lasting impact together.

A handwritten signature in dark ink, reading 'Adrian' in a cursive script.

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



What we do

We believe churches, charities and small businesses should be free to focus on the people they serve, not become overwhelmed by administration. Yet too often leaders find themselves managing finance, payroll, communications, websites and compliance instead of focusing on their mission. This can restrict growth, increase stress and reduce an organisation's effectiveness.

Connect Supply brings together a wide range of professional support services under one organisation, giving customers access to expertise in finance, communications, HR, IT, websites and administration without the cost or complexity of building an in-house team.

We strengthen organisations by removing administrative burdens, improving operational effectiveness and providing the support leaders need to focus on vision, mission and the people they serve. Together, we help churches, charities and businesses build healthier organisations that make a greater impact in their communities.

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The role

Bookkeeper

Responsible to: **Head of Operations**

Responsible for: **Bookkeeping and customer care**

Salary: **£29,250 Full Time Equivalent** (depending on experience)

Full-time / part-time: **Up to full time** (15 hours a week minimum)

Temporary / permanent: **Permanent**

Location: **Work from home**

Overall responsibility:

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

Specific responsibilities:

Bookkeeping, Annual Accounts, Gift Aid

- Maintain an accurate record of financial transactions
- Account reconciliation to assert the accuracy of transactions
- Monitor and report on variances from projected budgets
- Keep a record of debtors, creditors and restricted funds
- Store electronic copies of receipts and invoices
- Review and submission of Gift Aid reports to HMRC
- Management of VAT, submitting VAT returns
- Preparation of management accounts
- Supporting the preparation of year end accounts.
- 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 relation of financial management and controls.

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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
- 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
- Experience in either Xero or Expense Plus
- 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 other accounting software e.g. Xero, QuickBooks, My Fund Accounting, Liberty Finance, 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
- Expense Plus

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How to apply

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

info@connectsupply.co.uk

If you have any questions about this position, please call **0330 122 2101** or email us using the address above.

[**www.connectsupply.co.uk**](http://www.connectsupply.co.uk)