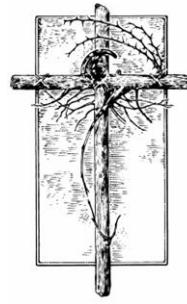


St Lawrence's Church, Eastcote Parish Accounts lead



Job Description

Job Title – Parish accounts lead

Accountable to – St Lawrence's Parochial Church Council

Reports to – The PCC Treasurer

Salary – Volunteer position

Hours of work – Part time - 2 hours per month, then approx. 3 full days in Jan and Feb to put together the annual accounts in a framework that keeps to Finance Committee deadlines.

Location – The accounts are kept on a church-specific package by Data Developments on a computer in the church office. It is possible to download the software onto a home computer and email yourself the backup file, but it is important that communication with anyone else that uses the package is clear.

Overall purpose of the post:

To maintain a record of and audit trail for all church income and expenditure by category, with responsibility for the timely production of annual accounts for external audit and submission to the charities commission.

Principal duties:

- To maintain an audit trail for all church income and expenditure (records to be kept for six years after accounts are submitted)
- To produce annual accounts consistent with those required by the charities commission under charities law
- To produce the data needed to file the annual return to the Diocese in relation to church income and expenditure
- To report regularly to the PCC treasurer and participate in finance committee meetings
- To prepare reports as required on the parish accounts for the PCC

Date: June 2020

St Lawrence's Church, Eastcote

Parish accounts lead

Person Specification

Essential

These experiences, skills and qualities are essential requirements of the post:

Experience in accountancy and book-keeping

Good numeracy with meticulous attention to detail

Good communication skills and ability to work with a variety of personality types

IT literate

Patience with complex tasks

Committed to the importance of parish finance as serving the parishes mission

Desirable

Qualified accountant or bookkeeper

Competent in use of accounting software

Support

There will be a full handover of duties from the previous accountant.

The Diocese have a department that helps churches with their finances. They are able to help with questions on the accounting package, as well as the Charity reporting requirements.