



## VACANCY – Parish Bookkeeper

### **Parish Bookkeeper – 1 Part Time Post**

Location: Homebased Plymouth area with extensive travel in the Plymouth area, Devon

Hours: 3 days per week (21 hours) worked during normal office hours

Salary: £26,000 per annum FTE pro rata'd (Actual salary £15,600 per annum)

The Diocese of Plymouth is seeking to recruit a Parish Bookkeeper to work as part of the Parish Finance Team. Reporting to the Parish Finance Team Leader, this role is responsible for maintaining the parish accounts on our online parish accounts system, keeping entries up to date and reconciled, including bank accounts and donations (restricted and non-restricted). The Parish Bookkeeper is also responsible for preparing the year end entries, Gift Aid returns and monitoring the restricted income and expenditure.

Candidates must be AAT qualified or part qualified CCAB i.e. ACCA, ICAEW, CIMA or CIPFA. Experience of preparing accounts using computerised accounting system is essential, and also the use of Microsoft Office applications, in particular Excel. Candidates should possess a professional and flexible attitude to work, and the empathy to work in a faith environment.

For a copy of the job description please contact the HR Department by email on [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk) or call 01364 645383. Applications are by application form and covering letter. The closing date for applications is Monday 1st November 2021. Interviews will be held 10th November 2021.

*Charity Number 213227*