

## Refreshing our commitment

Ministry Grouping	FINANCE, ASSET AND RISK MANAGEMENT
Ministry	<b>Book keeper</b> (NB this is a task made considerably easier than in the past as the diocese has a "semi-automatic" system of how the accounts and banking is organised. This could therefore be combined with the role of Treasurer.
What does it involve?	Responsible for entering payments made and money received. Working with the PA to the parish priest, ensuring monies due are received and banked. Assisting Parish Priest as required in paying of monies owed and keeping records of monies owed and received.
Gifts required:	
	<ul style="list-style-type: none"><li>▪ Numerate and accurate</li><li>▪ Discrete</li><li>▪ Logical and well-organised (especially maintaining records and making returns to Diocese, individuals and tax authorities)</li><li>▪ Ideally accountancy or book-keeping background.</li><li>▪ IT literate</li></ul>
Time required (average weekly/monthly)	2-3 hours a week to suit individual (and could be shared across 2-3 people)
Likely peaks in time commitments:	additional plus 2 additional days to check and prepare draft annual accounts in January with the Finance Committee Chairman
How long would I need to commit for?	Ideally, 3 years with an opportunity to review the role after 6 months
Location:	Parish Office with written reports to Parish Finance Committee, Parish Priest and Diocese
Reports to:	Finance Committee Chairman
Other key relationships:	Parish Finance Committee, Parish Priest and PA, Diocesan Gift Aid Coordinator, Parish Fund-Raiser, Buildings Project Manager, Gift Aid Coordinator, Money Counters, Insurance Claims advisor, Social fund-raiser, Lettings Managers
Support available:	Diocesan training

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### Parish Book keeper

Yes this is for me

I'd like to know more

### Signed

**Name**

**Contact details**

Please return to the parish office or in the Refreshing our commitment box in the narthex.