



## **JOB DESCRIPTION**

JOB TITLE:	Accountant
REPORTING TO:	Senior Pastors
JOB TYPE:	Permanent
HOURS:	Part time – up to 7 hours per week
SALARY:	Based on experience from £16.00 per hour
LOCATION:	Gateway Hub, Harlow (Hybrid options available)
DATE ISSUED:	October 2024

### **MAIN PURPOSE OF JOB**

To carry out the regular finance functions of Gateway Freedom Church, ensuring that all tasks are completed in an accurate and timely manner. Also ensuring that, where appropriate, we are acting in accordance with current legislation.

### **POSITION IN ORGANISATION**

- Reports to the Senior Pastors.
- Collaborates closely with members of the Vision Team and Trustees.

### **DUTIES & KEY RESPONSIBILITIES**

- Process the monthly payroll.
- Pay invoices and expenses by BACS or credit card.
- Process all income and expenditure on the accounting package.
- Update donor donation database.
- Bank cash and cheque donations locally.
- Manage petty cash float.
- Process gift aid claims.
- Produce annual donation statements for regular donors.
- Assist with producing the annual budget.
- Produce monthly finance reports.

- Attend by-monthly Trustees meetings, which takes place in the evening, to provide a presentation of the current financial position of the church, respond to any queries and provide financial advice to the trustees when requested.
- Monitor church savings accounts, ensuring good returns.
- Maintain the fixed assets register, ensuring all purchases and disposals are recorded.
- Draft the annual financial statements ready for examination by our independent examiner.
- Liaise with the independent examiner during the audit process.

### **PROVEN ABILITY**

For the finance role – to have experience working in a similar role, ideally with accountancy qualifications, and to be able to use accounting software packages.

### **OCCUPATIONAL REQUIREMENT**

In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be able to demonstrate enthusiasm for the Christian purposes of the church and be able to live out, hold to, support and contribute to its Christian ethos.