

Greyfriars Kirk

Application Process:

- Please send your recent CV and a Covering Letter explaining why you'd be the best addition to our team.
- Send these documents and any enquires about the position to the Communication Coordinator, communications@greyfriarskirk.com.
- Candidates must be AAT qualified or hold an equivalent.
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Application Deadline: Wednesday 1 December 2021 with interviews to be held week commencing 6 December 2021.

Job Description – Bookkeeper

1. Background

Greyfriars Kirk's (GK) roots go back to 1620 and the site was a place of worship well before then. Today GK is a member of The Church of Scotland and it has a committed worshipping congregation. Through Greyfriars Outreach Ltd, the Kirk is available for rent for a variety of 3rd party uses such as music concerts, wedding receptions and special services. In addition, the Kirk welcomes about 60,000 visitors per year and visitor income is generated from donations and shop sales.

Kirk Income overall comes derives from a combination of congregational giving and Outreach business operations. GK also founded the Grassmarket Community Project (GCP) and the Greyfriars Charteris Centre (GCC) which both have independent management teams. The buildings for these organisations are leased from GK.

2. Role Purpose

The role of Bookkeeper is a key role within GK. He/she will maintain the financial records of two separate entities (GK and Outreach) on Xero accounts. Both entities have separate bank accounts, and rely on feeder electronic applications such as Just Giving and PayPal. Most transactions are electronic although with congregational givings, visitor donations and a retail shop cash is used, and requires to be accounted for. This is a wide-ranging role and requires good numeric, IT (XERO, EXCEL and Word), organisational and communication skills and a can-do attitude.

The Bookkeeper will report to the Operations Manager(OM), and will be expected to support the OM in all day to day financial aspects. However, the Bookkeeper will liaise with the Kirk Treasurer and the Kirk Accountant as required.

3. Expected outcomes for the role by which performance can be measured

- Accurate and timely recording of day-to-day financial transactions.
- To assist in the preparation of Management Accounts.
- Prepare all necessary reports for the year end audit/independent review.
- Maintenance of management reports and journals.

4. Key Tasks and Responsibilities

Financial Administration & Kirk duties:

- Counting, banking and logging the Kirk collection.
- Inputting and categorising income in Xero and Donations Coordinator.
- Keeping track of congregational standing orders and gift aid declarations.
- Prepare monthly "Givings" reports to send to Givings Convener.
- Submitting monthly gift aid claims to HMRC.
- Inputting all payments into Xero, checking all invoices and receipts for accuracy and sense; checking the coding.
- Reconciling bank statements with Xero transactions.
- Making bank payments through the banking portal.
- Ensuring all bank transactions in Xero are accurately recorded.
- Monitoring the current account balances.
- Collating monthly payroll data for processing and arranging salary and HMRC payments through the bank portal.
- Updating the pensions portal each month and making sure the correct contributions are collected.
- Invoicing Grassmarket Community Project and Greyfriars Charteris Centre for rental.
- Collating and sending out "Thank you" letters to Kirk donors annually in April to cover giving over the previous tax year.
- Prepare monthly account reconciliations to assist in preparation of Management Accounts.
- Ensure all transaction are adequately supported on Xero for annual audit and assist in preparation of annual reconciliations and collation of information required for the audit.

Outreach duties:

- Reconciling bank statements with Xero transactions.
- Counting visitor donations and retail shop cash for banking.

- Collating income from Graveyard donations from Just Giving to repay City of Edinburgh Council quarterly.
- Preparing stocktake sheet for shop from iZettle for shop manager.
- Completing shop sales monthly reconciliation spreadsheet.
- Collate monthly visitor numbers, shop sales, tour and graveyard donations income report.
- Sending monthly visitor statistics to Visit Scotland.
- Invoicing for events in Xero as directed by Operations Manager.
- Keeping "Events Schedule" spreadsheet up to date.
- Transferring any online donations received through Paypal into intercompany account and post journal entry to Kirk account.
- Inputting all payments into Xero, checking all invoices and receipts for accuracy and sense; checking the coding.
- Making bank payments through the portal.
- Prepare monthly account reconciliations to assist in preparation of Management Accounts.
- Ensure all transaction are adequately supported on Xero for annual audit and assist in preparation of annual reconciliations and collation of information required for the audit.

Other

- Liaise with staff, volunteers and others in relation to GK business.
- Deputise for the Communications Coordinator in her absence with some general office duties.
- The above is not exhaustive and may include any other reasonable requests in support of Kirk and Outreach business.

5. Terms and Conditions

Location:	Greyfriars Kirk, Greyfriars Place, Edinburgh
Reports to:	Operations Manager
Salary:	£30K pa (pro rata)
Annual Leave:	11.2 days (56hrs) pa including some public holidays
Pension:	5% employer contribution
Hours:	2 days/week or equivalent (16 hrs inc 30mins lunch). Some home working may be agreed.

6. Personal Specification and Critical Competencies

Critical Competencies	
Good finance and book keeping skills with an attention to detail.	Essential
Ability to liaise with members of the congregation, customers and stakeholders.	Essential
Excellent numeric and communication skills and strong inter-personal skills.	Essential
Technical knowledge/education	
Book keeping Qualification (AAT or equivalent) Development and management of financial processes. Knowledge of Xero, Just Giving, iZettle, PayPal	Essential Xero Book Keeping Certification will be Essential/Others Desirable
Knowledge of Microsoft applications (Word, Excel, Calendar).	Essential
Experience required for the role	
Proven track record in book keeping and financial administration. (Minimum of 3 years) Previous experience in office administration. Experience of managing and maintaining databases. Experience of working for a charity (paid or voluntary) and/or experience of working with volunteers.	Essential Desirable Desirable Essential/Desirable
Aptitude and attitude	
Ability to work on own initiative to agreed plans and targets. Flexibility. Be a good organiser. Interest in church/religious/arts activity.	Essential Essential Essential Desirable

