

**JESUS. WORSHIP.  
PRAYER. FAMILY.  
WELCOME. COMMUNITY.  
OPEN. FOLLOW. HEART.  
ENCOURAGE. JUSTICE.**



<b>Job Title:</b>	<b>Assistant Book Keeper &amp; Administrator (P/T)</b>
<b>Location:</b>	St. Michael's Church, Broad Street, Bath
<b>Reporting to:</b>	The Rector
<b>Part Time:</b>	up to 15 hours
<b>Pay rate:</b>	£11.80ph

**Key areas of responsibility and principal tasks**

Tasks include:

- Confirming/counting and banking cash receipts from the church café, and from a small number of organisations renting space at the church. Booking the cash receipts into the online cashbook and reconciling End of Day till reports with online card receipts.
- Counting and bagging cash deposits in the Church collection box for action by the church Treasurer.
- Managing the operation of petty cash.
- Checking and maintaining the café change float
- Recording cash collections and invoice payments in the online cash book.
- Entering the payment details into the online cash book and sending copies of the invoices to the external bookkeeper.
- On a monthly basis providing such information and explanations as the external bookkeeper requires to allow her to make all the requisite ledger entries, prepare reconciliations and the trial balance.
- Filing and monitoring financial records as appropriate and in line with legislation.
- Performing other ad-hoc general administration tasks as reasonably directed by the Church Administrator.

You will report to the Rector, but will be required to liaise with and undertake tasks as directed by the Bookkeeper, PCC Treasurer and Church Administrator.

**Work pattern**

Working hours are up 15 hrs per week achieved with flexibility across the week.

**Appointment**

This is an appointment of the PCC (Parochial Church Council), which is the trustee body of St Michael's Without and which has ultimate responsibility for the Café and its staff. The Rector is the day to day point of contact and line manager.