



Lagan Valley Vineyard

Bookkeeper Role

Job Description

Lagan Valley Vineyard is looking for an experienced finance bookkeeper for 4-6 hours per week from October 2023 to assist in the running of weekly church finance, bookkeeping and monthly reporting.

The right person for this role should be competent and efficient as they serve the ministry of Lagan Valley Vineyard through its financial processes. Experience in managing financial systems and I.T. is essential.

Key Responsibilities

Weekly

- Maintaining an accurate filing system and deal with any queries or requests in a timely and proficient manner
- Record and lodge the Sunday Offering at the bank
- Paying bills promptly and recording appropriately
- Processing staff expenses
- Ensure robust financial controls are followed

Monthly

- Reconcile Collection Forms from the Sunday Offerings and bank statements
- Processing of Gift Aid forms and claims
- Running staff payroll
- Prepare and provide financial reports / updates to the Board and Staff Leadership Team in conjunction with accountants
- Working with and supporting staff on management of departmental budgets

Annual

- Work with the Board and independent auditor to produce the annual financial accounts.

Personal Specifications

Desirable Criteria

- *Previous experience in bookkeeping for a Church or an organisation in the Charitable sector
- *Experience with QuickBooks.

Application Details

To apply, please email an up to date Curriculum Vitae together with a covering letter explaining why you feel you are suitable for this role to andy@laganvalleyvineyard.com

Closing date for applications: Monday 25th September 2023 at 5pm