



Crown Court Church of Scotland

Bookkeeper – Job Description

The post-holder will take responsibility for the Church's accounting function, including receipts, payments and nominal ledger, and the preparation of management accounts.

The post-holder will be line managed by the Session Clerk.

Specific tasks

Income

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| Traditional giving | <ul style="list-style-type: none">• Maintain records of regular and occasional giving• Bank cash on a regular basis• Liaise with Gift Aid convener for Gift Aid receipts |
| Contactless income | <ul style="list-style-type: none">• Maintain records of contactless giving |
| Rental income | <ul style="list-style-type: none">• In liaison with Church Administrator, raise invoices for rentals• Monitor receipts and follow up unpaid invoices |
| Other income | <ul style="list-style-type: none">• Deal with any other income as required |

Expenditure

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| Regular expenditure | <ul style="list-style-type: none">• Maintain record of payments made• Confirm authorisation of invoices/reimbursements• Set up bank payments to be authorised by the Treasurer for payment |
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Accounting

- Reconcile bank statements monthly
- Post income and expenditure entries in the nominal ledger
- Prepare quarterly management accounts
- Maintain fixed asset register
- Assist Treasurer in preparation of annual accounts