

Role description for a Book Keeper

Role: To accurately record income and expenditure, entering data into the current finance system.

(The role of the Book Keeper ties in closely with that of PCC Treasurer and, as such, could be expected to alter or cease with the appointment of a new PCC Treasurer).

Role Requirements:

To be:

- To be a person of integrity, called by God and approved by All Saints church, who serves in a gracious, Christ-like manner; and who treats each member of the parish with respect and dignity, as a unique individual created in the image of God.
- To be numerate and computer literate and have financial competence and accuracy, but not necessarily a qualified accountant.
- To respect the confidential nature of the information in the Book Keeper's possession.

To do:

Weekly

- Keep records of any cheque payments – attach bills, notes or expense claim forms where received
- Keep records for direct debit payments on bank account – eg electric, gas, council tax, insurance, diocese
- Keep records for notified cash and cheque receipts – pledged giving, collections, funeral and wedding fees, donations, magazine sales
- Keep records for un-notified cash and cheque receipts received throughout the year – hall rental, pledged giving, standing order receipts
- Raise cheques as necessary – ensure expenses forms are completed properly
- Despatch cheque payments – many may require remittance advice
- File all documents

Monthly

- Reconcile bank accounts
- Set up and monitor wages payments for the Administrator
- Maintain list of pledged giving standing orders for Gift Aid recovery
- Reconcile planned giving statement with bank receipts

Quarterly

- Reconcile and prepare Gift Aid claim, analysing across funds as necessary
- Complete quarterly returns for the Diocese and pay required fees to the Diocesan Board of Finance

Annually

- Check new Service fee list and fees for weddings and funerals (December)
- Pay annual cheques to supported charities as requested by the PCC

Reports to: Finance Vision Group Chair

Agreement: I agree to being a Book Keeper at All Saints Church, under the supervision of the incumbent I agree to comply with all aspects of the All Saints Safeguarding Policy:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>), including recruitment and training requirements; and all other church policies.

I agree to read and adhere to the Church of England's Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

Name (print and sign): _____

Incumbent: _____

Date: _____ Form updated October 2023