

PERSON SPECIFICATION

Bookkeeper (Maternity Cover – Part time)

Essential	Desirable
Qualifications/ Experience	
<ul style="list-style-type: none"> GCSE English and Maths Strong numeracy skills Experience working with financial information, accurately interpreting data and communicating how this information impacts the organisation Experience producing written reports and adapting communications to suit different purposes Experience maintaining multiple long term and short term projects at the same time Experience working with confidential information Strong Microsoft Office skills, with excellent Excel ability 	<ul style="list-style-type: none"> A Level Maths or Bookkeeping qualification Working knowledge of Quick Books Familiar with aspects of charity and company compliance Working knowledge of ChurchSuite Basic understanding of GDPR concepts and practices Experience working in a church environment
Personal Attributes/ Strengths	
<ul style="list-style-type: none"> Responsible, trustworthy and professional; able to respect and maintain confidentiality Comfortable having exposure to a large amount of confidential information Sound judgment and discretion when speaking about the Church to staff and church members Excellent attention to detail and committed to producing work of a high quality Self-starting, proactive and able to take initiative - confident to take complete responsibility for area of work, identifying work that needs to be done and taking a lead on making such things happen Able to manage the expectations of the Senior Leaders and Trustees, proactively communicating progress and potential issues Strong interpersonal skills and comfortable dealing with colleagues of all seniority levels Able to judge when and how to seek assistance from others in the course of their work Prepared to learn new skills and able to respond to changing demands and priorities 	

Ethos/ Beliefs	
<ul style="list-style-type: none">• Sympathetic to the values and ethos of Vineyard Churches UK & Ireland• Able to promote and communicate the aims of the church in communications	<ul style="list-style-type: none">• Good understanding of the work and vision of SW London Vineyard