



Part-time Bookkeeper for Brighton Unitarian Church Self-Employed Opportunity

Are you an experienced bookkeeper or do you have a similar strong background in financial record-keeping? Brighton Unitarian Church, a friendly and inclusive local organisation, is seeking a self-employed bookkeeper, who is sympathetic to our ethos, to manage our financial record-keeping and bookkeeping activities. We are looking for someone with a good eye for detail, experience with relevant software (such as Expense Plus or Xero), and the ability to lead our transition to a new system, working in collaboration with our retiring financial recordkeeper.

Key Responsibilities include:

- Overseeing and maintaining accurate financial records for the Church;
- Processing invoices and expense claims;
- Reconciling financial records against bank statements;
- Applying for VAT refunds and managing payroll processing;
- Preparing information for Trustee meetings;
- Collaborating with the current financial recordkeeper for a comprehensive handover.

This role offers flexibility, with some tasks that can be completed remotely and others requiring attendance at the Church (located on New Road in Brighton) approximately once a week or once a fortnight.

Essential Information:

- The role will be performed on a **self-employed basis**. As this is a self-employed position, the successful candidate will be responsible for their own tax and national insurance contributions. Please be aware that the role does not offer employment benefits such as holiday pay or sick leave.
- **Working Hours:** Approximately 15 - 20 hours per month, with potentially more hours required during the initial phase of system migration. Working hours will be flexible, with deadlines to manage, but ultimately you will have control over when and how you complete the work.

Skills & Requirements:

- Proven experience in bookkeeping, ideally within the charity or non-profit sector.
- Proficiency in financial software and Excel.
- Strong preference for prior experience in transitioning financial systems from manual/spreadsheet-based records to accounting software.
- Understanding of VAT, Gift Aid, and charity finance regulations.
- Ability to work independently and manage financial responsibilities professionally.

- The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check, which will be processed and paid for by the church, due to the nature of the role and its context within a safeguarding environment. We are committed to safeguarding and promoting the welfare of vulnerable people and expect all contractors and volunteers to share this commitment.

Pay and Terms:

- Remuneration will be negotiated based on experience and qualifications. Payment will be made according to agreed terms, and invoices will be required for payment processing.

Application Process:

To apply, please submit your CV and a covering email briefly outlining your interest, an indication of your wage expectations, and suitability for this role to treasurer@brightonunitarian.org.uk

Further details are available on request (from treasurer@brightonunitarian.org.uk) and interviews will be held in early May, with the role ideally starting during the summer.