



### Part-time Bookkeeper – St Andrew's Hornchurch

**Working hours:** 16 hours per week (preferably worked over 4 days)

**Salary:** £ 14,144 per annum

**Benefits:**

- Holiday entitlement: 90 hours per annum (including Bank Holidays) with additional discretionary days at Christmas
- Occasional homeworking as agreed with the Vicar and churchwardens.
- Pension scheme: 3% employer contributory pension

**ROLE DUTIES**

- Maintain the accounts for the Parish of Hornchurch under the supervision of the Standing Committee of the Parochial Church Council (PCC) using Sage 50 and Microsoft programmes
- Prepare and analyse budgets and monthly finance reports for the Standing Committee. (Most members are not accounting professionals).
- Assist Treasurer to produce monthly and annual accounts using Sage and Excel.
- Ensure process maps are up-to-date and records are stored in the most efficient way.
- Ensure that financial controls are observed and conform to current good practice.

**CRITERIA**

- An accountancy qualification (eg AAT qualified) plus experience in a bookkeeping role (essential)
- Familiarity with Sage 50 accounting and Microsoft Word and Excel (essential)
- Good written and oral communication skills (essential)
- Efficient organisational and time management skills (essential)
- Able to show initiative, prioritise work, work as part of a team and independently, without direct supervision (essential)
- Polite, considerate and calm under pressure (essential)
- Willing to undertake job-related training (eg safeguarding) online or in person (essential)
- Able to work in adherence with the principles of GDPR – especially with record keeping within the parish – and follow agreed guidelines (essential)

For more information please see the [job description](#), and to apply please complete the [application form](#) and return to [poh.wardens@gmail.com](mailto:poh.wardens@gmail.com)

**Closing Date: Thursday, 26 February 2026**

**Interview Date: Tuesday, 10 March 2026**

*Please be advised we reserve the right to close the role early and we cannot consider candidates who do not complete and return a completed application form.*

*Please refer to the [privacy policy](#) for guidance on how we will process your data.*