Evesham Baptist Church

Job opportunity — Part-time church bookkeeper

Are you an experienced, organised and reliable bookkeeper looking for a flexible part-time opportunity?
Evesham Baptist Church is a Charitable Incorporated Organisation (CIO) and is looking for a capable bookkeeper to help manage and maintain the church's financial records and support the work of our Treasurer.

The role:

- Approximately 12–14 hours per month (with some flexibility).
- Self-employed individual or bookkeeping organisation preferred.
- Hourly rate or monthly fee negotiable, depending on experience.
- Working arrangements to be agreed.

Main responsibilities include:

- Maintaining financial records using Sage Cloud™.
- Recording income and expenditure.
- Completing monthly bank reconciliations.
- Administering Gift Aid records and reporting.
- Processing supplier invoices and expenses.
- Supporting payroll payment administration.
- Maintaining accurate records across church funds.
- Assisting with year-end accounts and independent examination.

What we're looking for:

- Proven practical bookkeeping experience.
- Good knowledge of accounting software, Sage experience desirable.
- Strong Microsoft Excel™ and bank reconciliation skills.
- Excellent attention to detail and organisational skills.
- A trustworthy and confidential approach.
- Experience of charity or church accounts would be an advantage.
- AAT or equivalent qualification desirable.

An understanding of the work and charitable purpose of a local church would be welcome

Interested? We would love to hear from you!

Please send a brief CV or summary of your experience, relevant qualifications, availability and proposed hourly rate or monthly fee.

To apply or request further information, email:deacons@eveshambaptistchurch.org

Please share with anyone who might be interested!