



## **All Saints Ilkley**

Finding connections with God - Father, Son and Holy Spirit  
[www.allsaintsilkeley.org](http://www.allsaintsilkeley.org)

### **Bookkeeper, part-time**

- ◆ We are looking for a gifted and experienced bookkeeper to join All Saints on a part time basis for 6 hours a week, with some flexibility around the pattern of work.
- ◆ You will work closely with the Church Treasurer and Administrative Manager to help look after the church's finances and ensure that All Saints is compliant with the latest financial and legal regulations.
- ◆ This position requires a high degree of professionalism and the ability to work flexibly. Self-motivation and discretion are also essential.
- ◆ The post-holder will need proven organisational, financial and interpersonal skills.
- ◆ The post-holder will need to be supportive of and guided by All Saints' purpose, values and vision.
- ◆ The appointment is subject to an enhanced DBS and proof of eligibility to work in the UK.
- ◆ Hourly pay rate of £12.25 (£3,822 p.a.) plus pension, and 5 weeks annual leave and bank holidays (pro-rata).

For more information, including details of how to apply, please contact [office@ilkleyallsaints.org.uk](mailto:office@ilkleyallsaints.org.uk).

Closing date for applications: Friday 3rd June 2022