



St Gregory's Foundation

Charity no. 1002469

Helping vulnerable children and families in Eastern Europe

Saint Gregory's Foundation

Accountant/bookkeeper (on a part-time, freelance basis, the minimum term of work required at StGregory's is two years.)

Based in or near London, working from home

Salary: £18 per hour with possible increase (depending on experience)

Hours: 12 hours a month, with busier times around Board meetings and at the end of the financial year in December.

Start date: 30th September 2024

[Saint Gregory's Foundation](#) (SGF) is a small UK registered charity supporting charitable projects for vulnerable children and families in Eastern Europe. In 2024 we celebrated our 33rd anniversary. Our annual income is around £150,000-170,000 p.a.

The St Gregory's Foundation supports local charities in Eastern Europe to tackle poverty and social insecurity facing children, teenagers, parents and carers. Our projects address the root causes of disadvantage by putting families before institutions, strengthening a sense of responsibility and providing opportunities for vulnerable people to fulfil their potential. Our work encourages local initiatives and makes our beneficiaries active participants in improving their own lives.

We are a unique and small charity. We value the strong personal connections we develop with our partners. We are governed by a small board of trustees who are passionate about St Gregory's and the good work we do.

Requirements

We are looking for a new Treasurer but meanwhile need an accountant/bookkeeper that will keep our accounting and financial record system up to date and prepare the Annual Accounts. The work entails Quick Books reconciliation, the preparation of financial and management reports for quarterly Board Meetings, preparation of Gift Aid Claims and the preparation of our annual accounts.

Monthly tasks

- Record day to day expenditure and income
- Enter transactions to Quick Books for RBS accounts including standing orders and CAF donations; reconcile.
- Arrange payment of invoices (One Drive)
- Arrange payment for our online communication assistant freelancer.
- Arrange payment for the Executive Secretary's expenses.
- Brief meetings with Executive Secretary and a Member of the Board (on demand) to discuss any questions/issues with donations, donors, records in QB and reports. This could be done on WhatsApp.

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www.stgregorysfoundation.org.uk

Patrons: HRH Prince Michael of Kent GCVO

Founder Patron: Metropolitan Anthony of Sourozh

Chair: Nicholas Kolarz Executive Secretary: Julia Ashmore

Registered address: 8 Biddulph Road, London, W9 1JB Tel. 0203 372 4992



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Semi-annual and annual tasks

- Prepare financial and management reports for Directors' meetings (4-5 times a year)
- Prepare and submit Gift Aid Claim twice a year, after the year end 31 Dec and after the end of tax year, 5 April. Ensure GA forms completed by eligible donors. (twice a year)
- Prepare annual accounts with the Reporting Accountant. (once a year)
- Prepare budget review with the Executive Secretary

NB! The charity employs a full time Executive Secretary; her pay and pensions are calculated by a pay roll service and her pension contributions are paid by direct debit. The transfers for her pay and expenses and payment of the independent contractors on receipt of an invoice will be undertaken by a member of the Board.

Benefits

Excellent opportunities for networking, meeting our partners and supporters and attending our fundraising events.

Key skills and competencies

- Accountancy/bookkeeping skills
- Attention to detail
- An ability to prioritise tasks
- Good computer skills (Excel, spreadsheets, emails etc.)
- Experience and knowledge of Quick Books software would be a plus

To apply

Please submit your CV and a cover letter via the CharityJob website. As a small charity with only one employee, we will only be able to reply to successful candidates. Thank you for your interest and time.