



# St Gregory's Foundation

Charity no. 1002469

Helping vulnerable children and families in Eastern Europe

## Freelance Accountant / Bookkeeper (Part-time)

**Location:** Home-based (applicants should be based in or near London)

**Start date:** 1 October 2026

**Contract:** Part-time freelance, minimum until 31 December 2027

## About St Gregory's Foundation

St Gregory's Foundation (SGF) is a small UK charity that has been working alongside trusted partners in Eastern Europe for over 30 years. Through our long-term partnerships and grant-making, we support vulnerable children, young people and families to build brighter futures while encouraging local initiatives and sustainable solutions.

We are governed by a small Board of Trustees who are passionate about St Gregory's and the work we do. Day-to-day operations are managed by our Executive Secretary, who is the charity's only employee.

## The role

We are looking for a suitable candidate, whether junior or experienced, to maintain our accounting and financial records and prepare our annual accounts.

The role includes maintaining and reconciling our QuickBooks accounts, processing bank transfers and payments, preparing financial and management reports for quarterly Board meetings, submitting Gift Aid claims, and preparing our annual accounts with the Reporting Accountant.

As a small charity, this is a varied role requiring someone who is organised, has an excellent eye for detail, is reliable, and is able to work independently while also being a good communicator and team player.

## Main responsibilities

### Monthly tasks

- Record day-to-day income and expenditure.
- Enter transactions into QuickBooks for our RBS accounts, including standing orders and CAF donations, and reconcile the accounts.
- Process bank transfers and payments.
- Arrange payment of invoices (held in OneDrive).
- Arrange payment for our freelance Online Communications Assistant.
- Arrange payment of the Executive Secretary's expenses.
- Attend brief remote meetings with the Executive Secretary and a member of the Board, as required, to discuss donations, donor records, QuickBooks entries and financial reports.
- Prepare financial and management reports for Board meetings (4–5 times a year).

### Semi-annual and annual tasks

**[www.stgregorysfoundation.org.uk](http://www.stgregorysfoundation.org.uk)**

**Patron:** 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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- Prepare and submit Gift Aid claims twice a year: after the financial year end (31 December) and after the end of the tax year (5 April). Ensure Gift Aid declarations are completed by eligible donors.
- Prepare the annual accounts with the Reporting Accountant (once a year).
- Prepare a budget review with the Executive Secretary (twice a year).

## Key skills and experience

- Relevant accountancy or bookkeeping qualification and/or experience.
- Experience of preparing annual accounts and financial reports.
- Good working knowledge of Microsoft Office, particularly Excel.
- Excellent attention to detail.
- The ability to prioritise and manage your workload effectively.
- Experience of using QuickBooks would be an advantage.
- Knowledge of charity accounting would be an advantage.

## Application instructions

Thank you for your interest in St Gregory's Foundation. We appreciate the time you have taken to apply.

Please submit your CV and a covering letter via CharityJob. We are unable to consider applications sent directly to St Gregory's Foundation. As we are a small charity with only one employee, we will only be able to contact shortlisted candidates invited for interview.

Please note that all candidates invited for interview will be asked to provide proof of their right to work in the UK.

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