

## **Book-keeper Required!**

Holy Trinity Church Doynton is looking for a book-keeper to carry out the day to day management of the Church's finances in an accurate and timely manner. This involves ensuring that monies are paid in promptly and that all payments are made on time. The position also requires complete and accurate records to be kept.

This is a paid position (up to £12 per hour) reporting to the PCC from time to time so as to enable them to plan and manage the financial resources available. The position would ideally suit someone with experience of book-keeping/accountancy, although a formal qualification is not essential. Familiarity with Microoft Excel and Word is essential.

Applicants should also be sympathetic to the aims and ethos of the Church.

For more information or to apply for this position please contact Mike Blacker (PCC Secretary) on 0117 937 3172 or by email: [mwblacker@gmail.com](mailto:mwblacker@gmail.com)