



THE NAZARETH TRUST

HEALING IN THE NAME OF JESUS SINCE 1861

Job Title	Financial Bookkeeper	Department	Accounts
Location	Home working	Travel	Edinburgh based office if req'd
Salary	To be discussed	Position Type	Part time, 7.5 hrs a week (flexible)

The Nazareth Trust is one of Scotland's oldest and largest Christian charities, employing over 700 people in Nazareth, Israel, through its hospital, nursing college, biblical tourism operation and international volunteer programme.

This is an exciting opportunity for a flexible individual to be committed to managing the bookkeeping and other financial requirements of our company. The individual can be self-employed, although this is not necessary.

We are looking to employ a Finance Officer/Bookkeeper to join our team. He/she would be competent in managing the finance functions of the organisation and would have experience of financial software such as Sage, Xero. We require an individual who is confident in managing the finance of our organisation as well as having excellent communication skills and an attention to detail. You will primarily report to the Chief Executive Officer.

As part of a small UK office, the successful candidate will also work closely with the Executive Assistant in monthly general bookkeeping, donations, income and expenditure.

TNT is an organisation with its mission, vision and values based on a distinctly Christian ethos. Therefore, she/he must be in sympathy of our Christian ethos and understand the environment in which we operate. This is a permanent, part-time post subject to a probationary period of 3 months.

This job description is not an exhaustive list of duties, but it is intended to give a general identification of the range of work undertaken and will vary in light of changing demands and priorities within the Company.

www.nazarethtrust.org

The Nazareth Trust is the operating name of EMMS Nazareth, which is a company limited by guarantee registered in Scotland (SC225661). EMMS Nazareth is a charity registered in Scotland (SC032510) and as a foreign-owned company and not-for-profit institution in Israel (560019945).



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RESPONSIBILITIES & TASKS

- Operate and maintain accountancy software.
- Record income and expenditure within the purchase and nominal ledgers accurately.
- Organise the payroll and ensure PAYE, national insurance and pension payments are made by relevant deadlines.
- Reconcile Pension reports and liaise with the Pensions Regulator.
- Produce monthly management accounts and any other reports required by the CEO.
- Ensure all invoices are paid within the deadline required.
- Record all incoming donations and also allocate submissions to Gift Aid.
- Liaise with the bank as a main contact of our bank accounts.
- Prepare payments to HMRC.
- Liaise with the Executive Assistant in order to reconcile monthly bank statements.
- Assist with general finance needs to support the team in the Edinburgh office.

PERSON SPECIFICATION

Education

- Applicants should have at a minimum a Bachelor's Degree in a related field, preferably with prior professional experience in the field of accountancy and bookkeeping; equivalent work experience may be considered in place of a college degree.

Experience

- A minimum of 1-year experience working in a similar role.

Competencies

- Experience working for/with a non-profit organisation.
- Experience using Sage Accounts or a similar accountancy software package.
- Excellent and accurate numeration skills, clear communication, organized work habits, positive attitude and work ethic.
- Strong knowledge of accountancy and bookkeeping practices, with prior experience managing company bookkeeping and general finances, account reconciliation.
- With emphasis on organizational efficiency and flexibility, applicant should be able to meet the requirements of the Trust when required.

Other

- All applicants must be resident and have the right to work in the UK.
- Experience of working within a not-for-profit organisation is preferred but not essential.

[Find out more about The Nazareth Trust](#)

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