

CREATION FEST

Book Keeper

Position Overview: As part of our core team, we are looking for someone with the requisite skills and experience to fulfil on a part-time basis the day-to-day bookkeeping role within Creation Fest Ltd. The successful applicant will be a well-organised individual, able to adapt in a fluid working environment with good communication skills and able to network with others inside and outside of the organisation. The nature of the role requires a consistent and reliable weekly work routine working alongside other members of the team and accountable to the Financial Director.

This role requires routine work at the charity offices in Wadebridge at least once a week and attendance at various meetings either in person or virtually as and when necessary.

Main Responsibilities:

- Maintaining the financial records of the charity including Purchase and Sales Ledgers, Banking and Cash accounts, Payroll, VAT, Gift Aid and other routines necessary to keep the charity accounts up to date and in accordance with Charity and Company frameworks.
- Liaison with suppliers and customers.
- The payment of invoices when due.
- Provide regular financial reporting as and when required to the Board and other senior staff members.
- Assist in management accounts to include budgeting and cash flow forecasting.

CREATION FEST The Goods Shed, Southern Way, Wadebridge, PL277BX

☎ 0844 8794703 ✉ office@creationfest.org.uk 🌐 www.creationfest.org.uk 📱 @creationfestuk

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Desired Skills and Experience:

- Ideally, a good personal relationship with Jesus Christ and an understanding of Gospel-centred mission.
- Must have proven relevant bookkeeping experience in order to be able to fulfil the “main responsibilities” above.
- Proficient in the use of accounting software, ideally Xero.
- Competent in the use of other computing software including Microsoft Word and Excel.
- Good interpersonal communication skills with the team and stakeholders.
- Good organisational and administrative skills.

Creation Fest Environment: The mission of Creation Fest is to celebrate the good news of a God who loves us through festivals, events, and gatherings designed to creatively communicate the Christian faith and inspire others to do the same. Creation Fest carries out events ministry throughout the year but is centered on a 4-day summer festival during the first week of August. Creation Fest is a Christian charity and member of the Evangelical Alliance. A successful candidate will be comfortable with the values and environment of Creation Fest.

Applications and Enquires: Interested candidates should fill out the following [application form](#) and email their CV to office@creationfest.org.uk. More information about Creation Fest as an organisation can be found at our website: creationfest.org.uk. Applications close on 9th March 2022.

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Salary: £12,000, 2.5 days/week

Start Date: On or before 4th April 2022

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