

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Finance Administrator – 15 Hours per week
LOCATION:	St Thomas of Canterbury Church, Woodford Green
RESPONSIBLE TO:	Parish Office Manager
ACCOUNTABLE TO:	Parish Priest

OVERALL PURPOSE OF JOB:

To organise and ensure the integrity of the day to day financial accounting procedures of the Parish/Friary accounts. To record transactions, prepare and process reconciliation reports, including payment of authorised invoices/payments to third parties.

MAIN RESPONSIBILITIES:

- Handling requests for payments for petty cash, recording payments and reconciling the petty cash on a monthly basis
- Reconcile bank statements and payments to the financial system and produce account reports for checking by the Parish Office Manager to enable budget management analysis to be undertaken.
- Following reconciliation prepare relevant monthly/quarterly, annual finance reports for The Guardian, PP, POM & Finance Committee
- In accordance with the governance rules and signatory requirements pay authorised invoices by cheque or on-line payment and record details to the financial system
- Ensure the quarterly payment to appropriate third parties following second church collections, and this must include any gift aid contribution.
- Action any requests for the Friars in relation to ad-hoc Friars pension/finance queries
- Ensure all records for both the Friary and Parish are filed correctly and are easily accessible
- Responsible for ensuring that all records are destroyed securely in accordance with the retention schedule

- On a monthly basis calculate and pay to the relevant party any recharges ensuring financial actions that need to be accounted for appropriately in either the Friary and/or Parish accounts
- Assist the Parish Manager with information and data required for the completion of any Diocesan return
- Reconcile gift aid offertory/donation payments to the financial system ensuring that these accord with entries in the gift wise system Account for any gift aid payments received via the Diocese in the financial system

General Administration Duties

Work within the Parish Office will also involve supporting the team with the following activities:

- Support the weekly counters with documentation for recording the weekly count following church collections, ensuring that two individuals undertake the process in line with compliance rules. Record all income onto the financial system and ensure money is collected for banking.
- Count and record any other church money such as donations, repository and teas
- To provide cover for Reception as part of a rota / cover basis.
- Responding to telephone calls and providing cover within the office as necessary.
- Checking and responding to the parish email on a rota as required.
- Liaison with Contractors attending the site for repairs, maintenance etc.
- Processing requests for Gift Aid registration allocation of envelopes – as and when required
- Ordering of stationery and equipment for the office and church with appropriate authorisation.
- Preparing and organising any Volunteers rota as required.
- Sacramental programme support and administration – handling applications and registrations or requests for information as and when required
- Funeral arrangements, liaison as appropriate – booking the church diary, checking availability of priests and supporting family with information requirements and general arrangements

Notes:

*The Brentwood Roman Catholic Diocese Trustee (Company Number: 00450897)
(Registered in England at the above address)*

The Brentwood Roman Catholic Diocesan Trust (Registered Charity Number 234092)

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme.
5. If you are a member of a professional/regulatory body, you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty.
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

PERSON SPECIFICATION

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
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EDUCATION AND QUALIFICATIONS		
GCSE English & Maths	✓	
Relevant accounting qualification(s), or the ability to demonstrate appropriate skills and knowledge		✓

SKILLS AND EXPERIENCE		
Excellent numeracy skills & attention to detail.	✓	
Good verbal and written communication skills.	✓	
Good customer service skills.	✓	
Knowledge of the MS Office suite (particularly Word and Excel).	✓	
Experience of maintaining spreadsheets.	✓	
Experience of handling cash and banking to ensure reconciliation to accounts	✓	
Experience of using QuickBooks	✓	
Experience of using on-line financial controller system		✓
Ability to use email and the internet effectively to communicate and search for information	✓	
Demonstrable experience of developing and maintain effective working relationships.	✓	
Ability to disseminate information quickly and effectively.	✓	
Good administrative and organisational skills and ability to keep documentation tidy and accessible	✓	
Absolute integrity and discretion – ability to act with discretion and sensitivity, observing appropriate confidentiality of all information	✓	

KNOWLEDGE		
Demonstrable knowledge of financial systems administration and bookkeeping		✓
Some understanding of basic accounting principles	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the	✓	

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Diocese.		
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	
Willingness to be reasonably flexible to ensure office cover in absence of other members of the team	✓	

ADVERTISEMENT

St Thomas, Woodford are seeking to recruit a Financial Administrator for their busy Parish Office. Hours of work will be 15 hours per week, (days to be agreed). Some flexibility will be required to ensure cover in the office. Salary will be £14.00 per hour plus a non-contributory pension scheme. If you are interested in applying for this post, please contact geraldine@stthomaswoodford.org or you can also find more information on our website at www.stthomaswoodford.org closing date 12 noon on Monday 23rd September 2019.

How to apply

Please send your CV and a one page covering letter setting out how you meet the skills, knowledge and attributes above to geraldine@stthomaswoodford.org by Monday 23rd September 2019 at 12 noon. Interviews are planned for 3rd October 2019. The interview process will include an in-tray exercise.

In the meantime if you would like to discuss the application or you require more information please do not hesitate to contact geraldine@stthomaswoodford.org

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