

Job Description – Accounting Officer, Finance Office

Reports To	Diocesan Financial Administrator
Organisation	Roman Catholic Diocese of Clifton
Date	January 2022

Purpose of Job

The Diocese of Clifton is a registered charity and the administrative officers based in Alexander House, Bristol provide support to the Bishop, Trustees, Parishes and Schools which together make up the diocese.

This is a varied role within the finance office which includes the provision of financial support to the curia departments and parishes of the diocese and therefore would suit someone with good accounting systems knowledge and experience and who is willing and able to work flexibly between different roles.

Key Accountabilities

- Maintenance and reconciliation of the Purchase and Sales Ledgers, cash books for central diocesan bank accounts and Petty cash accounts
- Maintain the nominal ledger and ancillary ledgers.
- Preparation of regular and ad hoc payments and billings.
- Check, analyse, reconcile and post credit cards transaction.
- Monitor, reconcile and post receipts via electronic payment systems for PayPal.
- Completing journals and invoices in relation to School Capital Projects and reconciling to master data.
- Preparation and input of foreign payments.
- Preparation and input of internal bank transfers.
- Recording and reporting on large parish projects.
- Provide cover for Bankline support to parishes.
- Monitor the Curial bank accounts on a daily basis and liaise with the Management Accounts Officer where necessary.
- Providing periodic cover for secretarial duties including dealing with incoming telephone calls, emails and post.

Knowledge, Skills and Experience

- Accounting experience including ledger management using Sage
- A high degree of attention to detail is essential
- The ability to be well organised and manage multiple tasks simultaneously is important
- Good knowledge of Microsoft 365 including Outlook, Teams, Word, Excel and PowerPoint
- Good communication skills
- The ability to work to monthly deadlines
- The ability to work independently and as part of a team

Key Contacts**Internal**

- Diocesan employees
- Priests and Deacons
- Parish Treasurers and Administrators

External

- Diocesan bankers
- Auditors
- Suppliers

Qualifications

- Good level of English and Maths
- AAT or similar accounting qualification