

Job Description – Parish Finance Support Officer

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

Purpose of Job

To provide support to the 107 parishes within the Diocese of Clifton in administering their finances.

This is a varied role which includes the provision of administrator support for parish bank, credit card and PayPal accounts, and also support to the Diocesan Gift Aid Secretary in making Gift Aid claims.

The Diocese is part way through the roll out of a new online accounting system (OPAS) to all parishes and initially the primary purpose of the post will be to deliver the roll out of this programme and subsequent ongoing support.

On completion of the roll out programme, the post will, in addition to providing ongoing OPAS training and support, take on further responsibilities, which may include auditing parishes in their use of OPAS, submitting Gift Aid claims to HMRC, consolidating and checking parish annual financial returns, and managing the pay over of parish special collections.

Key Accountabilities

- Deliver a programme of training and subsequent ongoing support to parishes in using the OPAS system.
- Assist parishes in transitioning from their current systems to OPAS which will include in making their initial Gift Aid claims using OPAS.
- Provide banking administrative support to parishes (e.g. setting up parish users, managing parish account signatories; opening and closing credit card accounts; raising online payments).
- Assist the Management Accounts Officer with the consolidation of parishes annual financial returns.
- Any other reasonable duties as requested by the Diocesan Financial Administrator to assist the Finance team.

Knowledge, Skills and Experience

- A high degree of attention to detail is essential
- The ability to be well organised and manage multiple tasks simultaneously is important
- Good communication skills with the ability to speak to individuals and groups of people with differing levels of experience
- Good knowledge of Microsoft 365 including Outlook, Teams, Word, Excel and PowerPoint
- Bookkeeping experience, especially cash book and bank reconciliations experience would be beneficial
- The ability to work as part of a team and to develop effective working relationships but also to work alone and on own initiative

Key Contacts

Internal

- Priests and Deacons
- Parish employees
- Parish volunteers (Treasurers and Gift Aid Secretaries)

External

- OPAS support team in the Archdiocese of Birmingham
- Diocesan bankers
- HMRC

Qualifications

- Good level of English and Maths.
- Car owner with current valid driving licence.