

Job Description – Accounts Officer & Administrator

Reports To	Diocesan Financial Administrator (Head of Finance)
Organisation	Roman Catholic Diocese of Clifton
Date	September 2022

Purpose of Job

The Diocese is currently looking to recruit an Accounts Officer/Administrator to strengthen its central Finance Office function.

The role is a full-time – although more flexible patterns will be considered – within the Finance team which is part of the Curia (administrative office) of the Diocese.

The role is based at Alexander House, Bristol but there will be an occasional need to travel to parishes throughout the Diocese.

Key Accountabilities

Assist with Purchase & Sales Ledgers.

Bank Reconciliations.

Responsible for reconciling Balance Sheet control accounts including the donations and loan control accounts.

School Projects Administration and Reconciliations.

Managing donation received through CAF/Charities Trust and PayPal.

Mass Fees – annual pay over to parishes

RAC Renewals – annual renewal

Weekly banking

Office Admin (managing post, Oversight of Finance Office mailbox, answering telephone, ordering stationery)

Any other Finance and Administration tasks as required.

Person Specification

Candidates do not need to be practicing Catholics but should be sympathetic to the aims and values of the Catholic Church.

Good inter-personal and communication skills are essential.

Attention to detail and the ability to be well organised and manage multiple tasks simultaneously is important

Relevant experience:

AAT qualified or part-qualified or bookkeeping experience would be highly beneficial.

A knowledge of Microsoft Office/365 (Outlook, Word, and Excel) is necessary.

Skills & attributes

Be able to:

- Work as part of a team
- Work on own initiative

Key Contacts

Internal

- Diocesan staff
- Priests and Deacons
- Parish staff
- Parish volunteers

External

- Diocesan Bankers
- OPAS support team