

Job Description – Parish Finance Support Officer

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

Purpose of Job

The Diocese is currently introducing a new online accounting system (OPAS) for all its 99 parishes. Additional support is needed in the Finance team to help support parishes in moving to this system.

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

OPAS Support

- Support the Diocese's Management Accounts Officer in managing the programme to transition all parishes to the OPAS system. This will involve providing support such as providing basic training and ongoing assistance, managing administrative issues such as re-setting passwords, setting up new account codes etc.
- There is also a need to assist parishes to move current parish Gift Aid donors onto OPAS and ensuring accuracy of data in OPAS.
- Upon completion of the transition phase of OPAS (expected 2-3 years), the post will remain responsible for ongoing training and support and may become involved in using OPAS to make Gift Aid claims on behalf of parishes.

General Parish Support

In addition to OPAS related work, parishes require support more generally, for example, in using online banking systems, supporting parishes in making payments, paying over parish second collections to third parties, and processing PayPal payments to parishes.

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:

Bookkeeping experience would be beneficial but is not essential as full training will be provided.

A basic 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
- Convey information to others in a simple and unambiguous way.

Key Contacts

Internal

- Priests and Deacons
- Parish staff
- Parish volunteers

External

- Diocesan Bankers
- OPAS support team