



Diocese of Westminster

Job profile:	Bookkeeper
Location:	Harrow North Parish
Reporting to:	Parish Priest
Job Reference No:	0076-0073

Job Purpose:

To undertake accounting and bookkeeping duties in support of the parish priest as outlined in the diocesan Parish admin manual and that is acceptable to the Diocese and diocesan auditors

Principal duties and responsibilities

Parish accounts

1. To enter accounts on computer database system "OPAS"
2. To reconcile accounts each month and produce monthly report for Parish Priest
3. To prepare quarterly management reports for the Finance Committee Treasurer
4. To prepare full P&L accounts for end-of-year returns to the Diocese
5. To enter all suppliers' invoices, credit notes onto OPAS
6. To enter all recurring receipts from parishioner donations onto OPAS
7. To agree and arrange payment of supplier statements, resolving any discrepancies
8. To arrange monthly bank reconciliations in OPAS from the bank statement
9. To enter personal expenses onto the accounts system

Planned giving

10. To maintain a register of all Parishioners involved in Planned Giving
11. To administer all registrations, changes and amendments
12. To administer the Gift Aid system
13. To liaise with parishioners as necessary and responding to queries
14. To record all monies given by envelope, bankers order and cheque
15. To produce the year-end "Turnaround" report for the Diocese
16. To co-ordinate volunteers to complete ad-hoc tasks as required

Person specification:	Bookkeeper
Contract type:	Part-time; initially for a 6-month period, pending review
Salary range:	£13 per hour
Hours of work:	10 hours per week (preferably two weekday mornings but flexible)

Experience required

1. Relevant experience in a similar position with particular experience of financial accounting computer programmes
2. An understanding of the social and moral teaching of the Catholic Church

Competences required

1. An ability to work methodically and consistently
2. Excellent organisational skills, able to prioritise and meet tight deadlines
3. An ability to work alone, using initiative
4. An ability to adopt a flexible approach
5. An ability to work with complete discretion and confidentiality
6. An ability to project a friendly, professional manner, both in person and on the telephone
7. An ability to co-ordinate volunteers, as required

Qualifications required

1. An AAT qualification or equivalent
2. Book-keeping with particular experience of financial accounting computer programmes.
3. A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required