



# Diocese of Westminster

**Job profile**

**Location:**

**Reporting to:**

**Accounts Assistant**

Vaughan House

Financial Accounting Manager

**Role Purpose:**

The role's primary purpose is to support the Financial Accounting Manager and Financial Controller across a range of processes and transactions. The role holder has specific responsibility for administering the accounts for a number of Diocesan entities as well as providing the support across the entire Diocesan finance function, as required.

**Principal duties and responsibilities**

1. Opening and distributing of post received by Finance department and sending out post generated by the team.
2. Monitor and deal with Payables inbox including query resolutions and invoice processing, including contacting suppliers to obtain relevant information.
3. Scan and send invoices to the approvers for authorising the receipt of goods or services
4. Scan and send expense claim to the approvers for authorisation.
5. Process all expense claims ensuring claims are checked for authorisation, original receipts and in line with Diocese policy including filing of the expenses line with current policies.
6. Preparation and depositing of income received on a weekly basis, including processing.
7. Maintenance of existing creditors to ensure up to date information, as well as set up of new creditors as necessary.
8. Compile BACS payments and raising cheques as requested in line with Diocesan policies.
9. Weekly reconciliation of all small bank accounts relating to Diocese of Westminster and smaller entities including fully reconciling the cashbooks each month.
10. Assisting with monthly collections and reconciliations of the credit card expenditure.
11. Processing the petty cash for Diocese of Westminster, SEIDS, Newman House and St Joseph's including processing of the third party collections.
12. Assisting with the balance sheet reconciliations and journals, to ensure month end timetable is met.
13. Ensure that all processes are fully documented including any process improvements as agreed with the line manager.
14. To ensure that any requests for information from suppliers and budget holders, are provided in an accurate and timely manner.
15. Where appropriate, make recommendations on process change to ensure that financial processes are continually updated and improved in line with the organisation's needs.
16. To contribute to the overall success of the Diocese by undertaking duties of other team members in their absence, and contributing to projects as required, so that the overall goals of the organisation are maximised.

**Person specification:**

**Accounts Assistant**

**Contract type:**

Fixed term contract – 6 months

**Salary:**

£21,000 – 24,000 per annum

**Hours of work:**

35 hours per week (9am to 5pm Monday to Friday including a one hour unpaid lunch break on each day)

**Essential skills/experience/qualifications**

1. A- level or higher
2. Excel and Word to intermediate level
3. Working knowledge of Microsoft Great Planes - desirable
4. Understanding of on line banking systems
5. Basic presentation skills
6. Literate with good use of English

**Competences required**

1. Must be a team player, willing to help out other team member's complete tasks when required
2. Very organised with good attention to detail
3. Quick to learn and adaptable to changing work allocation
4. Able to work to tight deadlines
5. Strong communication and relationship building skills
6. Enthusiastic with a can-do attitude
7. Ability to work independently
8. Proactive and willing to take initiative

**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 and a degree of flexibility to work additional hours during peak times.