



**Job profile:** Parish Bookkeeper  
**Location:** Palmers Green, St Monica Parish  
**Reporting to:** Parish Priest  
**Job Reference No:** 120-PALMG

**Job Purpose:**

To undertake accounting and bookkeeping duties 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 all income and expenditure onto the Diocesan computer database, "OPAS"
2. Completing monthly bank reconciliations to ensure that the accounts are up to date and correct
3. Completing Annual Financial Return at year-end and submitting to the Diocese by the deadline date.
4. To maintain a cash float for the parish agreeing to a float and the entries on OPAS
5. To enter company credit card purchases onto the accounts system and ensuring receipts are attached
6. To prepare quarterly reports for the Parish Finance Committee quarterly meetings
7. To enter all recurring receipts from parishioner donations onto OPAS

**Planned giving**

13. To maintain a register of all Parishioners involved in Planned Giving
14. To administer all registrations, changes and amendments
15. To administer the Gift Aid system on 'OPAS'
16. To liaise with parishioners as necessary and responding to queries
17. To record all monies given by envelope, bankers order and cheque
18. To produce the year-end "Turnaround" report for the Diocese

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**Person specification:** Parish Bookkeeper  
**Contract type:** Part-time  
**Salary range:** £13 per hour  
**Hours of work:** 12 hours per week (Tuesday, Wednesday and Thursday, 9:30am to 1:30pm)

**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 work with others especially the Parish Priest, Parish Finance Committee and others in the Parish and Diocesan Central Services.
5. An ability to adopt a flexible approach
6. An ability to work with complete discretion and confidentiality
7. An ability to project a friendly, professional manner, both in person and on the telephone
8. An ability to co-ordinate volunteers, as required

**Qualifications required**

1. 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