



## Diocese of Westminster

<b>Job Title</b>	Parish Bookkeeper
<b>Department / Parish / Agency</b>	Chelsea
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	CHESM
<b>Location / Address</b>	Chelsea Parish, St Mary's Rectory, Draycott Terrace, London SW3 2BG Location
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	10 hours per week (flexible)
<b>Salary per annum</b>	£15 per hour
<b>Job reference number</b>	328-CHESM

### **Job Purpose:**

To undertake accounting and bookkeeping duties as defined in the diocesan Parish admin manual.  
To have overall responsibility for the management of the Parish accounts.

### **Principle 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 Parish Finance Committee meetings if required.
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
19. Check online donation websites monthly and update them onto OPAS. (Virgin Money, Giving/Contactless machines.

#### **St Joseph's Almshouses**

20. To oversee and prepare the Annual Accounts for St Joseph's Almshouses
21. To maintain a record of resident's Payments
23. To prepare cheques and pay suppliers for all Almshouse related expenditure
24. To prepare an Annual Budget and attend Trustee meetings

#### **Training**

25. To undertake mandatory courses such as safeguarding and AFR training as required.

#### **Other**

26. To supervise Parish volunteers as required.

## **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

**Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
An ability to work methodically and consistently	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
An ability to work alone, using initiative	Essential
An ability to adopt a flexible approach	Essential
An ability to work with complete discretion and confidentiality	Essential
An ability to project a friendly, professional manner, both in person and on the telephone	Essential
An ability to co-ordinate volunteers, as required	Essential
<b>Experience</b>	
Relevant experience in a similar position with particular experience of financial accounting computer programmes	Essential
An understanding of the social and moral teaching of the Catholic Church	Essential
<b>Qualifications</b>	
An AAT qualification or equivalent	Essential
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	Essential