



# Diocese of Westminster

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**Job profile**

**Location:**

**Reporting to:**

**Job Purpose:**

**Finance Assistant - Maternity Cover**

Vaughan House, SW1P 1QN, London

Financial Accounting Manager

The role's primary purpose is to support the parishes of the Diocese of Westminster, by ensuring centrally managed finance duties and administration are performed accurately and in a timely manner. The role holder is also responsible for administering the accounts for specific Diocesan entities, as well as for providing support across the entire Diocesan finance function, as required.

**Contract type:**

**12-month maternity contract**

**Salary:**

£28k to £31k p.a.

**Hours of work:**

Full time

**Working pattern:**

9am-5pm, Mon - Fri

**Principal duties and responsibilities**

1. As the primary liaison between the parishes, the parish support team and central finance team:
    - Process bank payments and transfers related to parishes in line with diocesan policies and guidelines;
    - Respond in an efficient and timely manner to queries, including those about bank statements, unusual transactions, account safeguard letters, ordering cheque books, etc.;
    - Administer the collection of assessments, third parties collections, insurance and other charges, including preparing the relevant BACS payments and collections to ensure these are processed in a timely manner;
    - Assist with monitoring parishes' capital projects, and any associated loans.
  2. Respond in an accurate and timely manner to requests for information and queries from budget holders, suppliers and other stakeholders.
  3. Assist with raising sales invoices and to follow-up with debtors as required.
  4. Assist with monitoring shared inboxes and resolving queries, as appropriate.
  5. Process weekly pay run and ensure suppliers' invoices are prepaid according to policy
  6. Assist with non-parishes payments including BACS, inter accounts transfers, and foreign currency.
  7. Support month end processes by preparing month-end journals, processing recharges, and ensuring ledgers and balance sheet reconciliations are up to date (cashbooks, creditors, debtors and clearing accounts).
  8. Support the central finance team with implementing financial controls, operating effective governance and stewardship.
  9. Keep organised and up-to-date electronic paperwork.
  10. Support the annual audit process by providing the required information.
  11. Contribute to the overall strategic and operational success of the Diocese and any other accounting and finance related ad hoc tasks as and when required that commensurate with the role, including holiday cover and contributing to projects.
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## 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>
Ability to work efficiently and diligently, both independently, and within a team	E
Ability to prioritise workload to meet deadlines, organised and good attention to detail	E
Strong communication and interpersonal skills	E
Able to adapt to changes and be flexible when responding to challenges, and willing to support the work of other team members	E
Good analytical skills and problem-solving abilities	E
A can-do attitude, open to ideas and self-motivated to make things better, and achieve the best for the Diocese	E
<b>Experience</b>	
Experience in the charity sector	D
Some understanding of the Catholic Church, its structure and organisation	D
<b>Qualifications</b>	
AAT qualified, ACCA, CIMA entry level or studying towards a qualification	E
Experienced user of Excel and Word	E
Knowledge of Microsoft Dynamics GP	D