



Diocese of Westminster

Job Profile	Accounts Assistant
Department / Parish / Agency	Finance
Reporting to	Finance Manager
Cost Centre	101
Location / Address	Vaughan House
Management of	N/A
Contract type	Permanent
Hours	35 hours
Salary	£29K to £33K p.a. depending on experience
Job reference number	739-101

Job Purpose:

As a key member of the Financial Accounting team of the charity, you will be providing excellent support to the colleagues in the charity by ensuring the compliance of diocesan's policies in day-to-day financial transactions, timeliness in communication and completion of tasks, and deliver to a high standard while maintaining a robust financial control framework and contribute towards continuous improvements to the processes of the team.

Principal duties and responsibilities:

1. Work collaboratively with colleagues throughout the charity to drive financial accountability, enhance financial understanding and improve communication.
 2. Play a key role in the month-end process by taking responsibility for key processes such as:
 - a. Timely allocation and reconciliation of assigned bank accounts, cashbooks, petty cash, creditors and debtors control ledgers.
 - b. Timely preparation of journals including but not limited to recharges, petty cash, intercompany, accruals, deferrals and prepayments.
 - c. Ensure ledgers and balance sheet reconciliations are up to date.
 - d. Ensure overall month end process and timeline are adhered.
 3. Maintain the integrity and accuracy of data by ensuring income and expenditure are correctly assigned and in a timely manner (for e.g., restricted vs unrestricted, charged to the appropriate department or prompt correction).
 4. Manage and own the weekly payment runs including processing invoices for assigned entities, and assist with HSBCnet payments.
 5. Responsible for the start to end accounts receivables process of assigned entities. Tasks include raising invoices, credit control where required, allocation of receipt and reconciliation to general ledger.
 6. Administer the payments of rents, grants, stipend, third party donations and loans including the preparation of the relevant payment files.
 7. Support the annual audit process with the preparation of working papers and reconciliations.
 8. Assist with the monitoring of shared finance inboxes and resolving queries as appropriate.
 9. Contribute to continuous improvements in finance processes and systems, implementing best practices and maintaining financial controls to mitigate financial risk.
 10. 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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Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and 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.

Skills/competence requirements	Essential/ Desirable
Able to work efficiently and diligently, both independently, and within a team	E
Strong attention to details, analytical skills and problem-solving abilities	E
Able to prioritise workload to meet deadlines and be organised	E
Strong interpersonal and communication skills who is able to influence all levels within the charity	E
Able to adapt to changes and be flexible when responding to challenges, and willing to support the work of other team members	E
A can-do attitude, open to ideas and self-motivated to make things better and achieve the best for the Diocese	E
Experience	
Strong knowledge of financial accounting	E
Experience in the charity sector	D
Some understanding of the Catholic Church, its structure and organisation	D
Qualifications	
AAT, part qualified or at least 3+ years' experience in financial accounting	E
Proficiency in using Excel and Word	E
Knowledge of Microsoft Dynamics Great Plains	D