



Diocese of Westminster

Job Profile	Parish Bookkeeper
Department / Parish / Agency	PARISH
Reporting to	Parish Priest
Cost Centre	WPRSE
Location / Address	St. Erconwald RC, Preston Road, Wembley HA9 8NB
Management of	n/a
Contract type	Permanent
Hours	12 hours per week
Salary	£16.45 per hour
Job reference number	741-WPRSE

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.

Principal duties and responsibilities:

Parish accounts

1. To enter all income and expenditure onto the Diocesan computer database, "OPAS"
2. To ensure prompt and timely payment of invoices
3. To manage the relationship and communication with key suppliers in order to ensure prompt and accurate financial settlement of services provided
4. Completion of monthly bank reconciliations to ensure that the accounts are always up to date and correct
5. To undertake the annual analysis of financial contributions due from tenants towards parish resources or premises – as applicable (eg. towards Utilities costs) and to raise any necessary invoices
6. Completion of the Annual Financial Return and submission to the Diocese by the deadline date.
7. To have sole responsibility of all Petty Cash activity and to maintain a cash float for the parish, ensuring that all Petty Cash vouchers reconcile with corresponding entries on the OPAS Petty Cash account
8. To enter company credit card purchases onto the accounts system and ensuring all receipts are attached, noting any exceptions and signature of Parish Priest
9. To prepare quarterly reports for Parish Finance Committee meetings if required.
10. To enter all recurring receipts from parishioner donations onto OPAS.

GIFT AID and 'Planned Giving' Administration:

11. To maintain a register of all Parishioners involved in Planned Giving.
12. To administer all registrations, changes and amendments
13. To administer the Gift Aid system on 'OPAS'
14. To liaise with parishioners as necessary and responding to queries
15. To record all monies given by Contactless, Envelope, Standing Order and Cheque
16. To produce the year-end "Turnaround" report for the Diocese, and submit Gift Aid Claims

17. Check online donation websites monthly and update them onto OPAS. (Virgin Money, Giving/Contactless machines.

Training

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

Other

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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
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
Experience	
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
Qualifications	
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