



## Diocese of Westminster

<b>Job Profile</b>	Parish Bookkeeper
<b>Department / Parish / Agency</b>	St Ignatius', Sunbury-on-Thames
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	SUNBU
<b>Location / Address</b>	The Rectory, Green Street, Sunbury-on-Thames TW16 6QB
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	4 hours per week
<b>Salary</b>	£15.85 per hour / £3,296.80 per annum
<b>Job reference number</b>	760-SUNBU

### **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. 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*

8. To maintain a register of all Parishioners involved in Planned Giving.
9. To administer all registrations, changes and amendments
10. To administer the Gift Aid system on 'OPAS'
11. To liaise with parishioners as necessary and responding to queries
12. To record all monies given by envelope, bankers order and cheque
13. To produce the year-end "Turnaround" report for the Diocese
14. Check online donation websites monthly and update them onto OPAS. (Virgin Money, Giving/Contactless machines.

#### *Training*

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

<b>Experience/Suitability for the role</b>	<b>Essential/ Desirable</b>
Relevant experience in a similar role	E
A desire and commitment to work for the Catholic Church	E
Experience working within a faith-based, non-profit, or charitable organisation	D
<b><i>Excellent Communication Skills:</i></b> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people working or serving the Diocese i.e. employees clergy contractors etc.	

<b>Excellent Organisational Skills:</b> Good organisational skills and the ability to prioritise, work to deadlines and work on own initiative as necessary	E
<b>Collaborative Teamwork:</b> works effectively in teams, contributing ideas, and supporting others, building positive relationships	E
<b>Problem Solving:</b> able to approach challenges creatively and make informed decisions under pressure	E
<b>Adaptability and Flexibility-</b> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
<b>Technical Skills</b>	
An AAT qualification or equivalent	E
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	E
<b>Other Requirements</b>	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
Basic understanding of the Catholic Church and its structure	D