



Diocese of Westminster

Job Title	Parish Bookkeeper
Department / Parish / Agency	Baldock Parish
Reporting to	Parish Priest
Cost Centre	BALDO
Location / Address	Holy Trinity Church, Baldock SG7 6LQ
Management of	n/a
Contract type	Permanent
Hours of work	4 hours per week
Salary per annum	£15.42 per hour / £3,207.36 per annum
Job reference number	776-BALDO

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 enter company credit card purchases onto the accounts system and ensuring receipts are attached
5. To prepare quarterly reports for Parish Finance Committee meetings if required.
6. To enter all recurring receipts from parishioner donations onto OPAS
7. Online banking to make payments and identify receipts.

Planned giving

1. To maintain a register of all Parishioners involved in Planned Giving
2. To administer all registrations, changes and amendments
3. To administer the Gift Aid system on 'OPAS'
4. To liaise with parishioners as necessary and responding to queries
5. To record all monies given by envelope, bankers order and cheque
6. To submit a claim annually / as required to HMRC via the Diocese fundraising dept.
7. Check online donation websites monthly and update them onto OPAS. (Virgin Money, Giving/Contactless machines.

Training

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

Other

1. To supervise Parish volunteers as required.

Our Values

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
An ability to project a friendly, professional manner, both in person and on the telephone	E
An ability to co-ordinate volunteers, as required	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Experience of financial accounting computer programmes	E
Technical Skills	
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
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D