



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 (neg according to experience)
Job reference number	795-101

Job Purpose:

As a key member of the Financial Accounting team, you will support colleagues by ensuring compliance with diocesan policies, timely communication and task completion, and high standards of delivery, while maintaining strong financial controls and contributing to process improvements.

Principle duties and responsibilities:

- Collaborate across the charity to promote financial accountability, improve understanding, and enhance communication.
- Lead key aspects of the month-end process, including:
 - Timely reconciliation of bank accounts, cashbooks, control ledgers, and petty cash
 - Preparation of journals (e.g. recharges, accruals, prepayments)
 - Up-to-date ledgers and balance sheet reconciliations
 - Adherence to month-end timelines
- Ensure accurate and timely allocation of income and expenditure (e.g. restricted vs. unrestricted, departmental charges).
- Manage weekly payment runs, process invoices, and support HSBCnet payments.
- Oversee accounts receivable for assigned entities, including invoicing, credit control, receipt allocation, and reconciliation.
- Administer payments for rents, grants, stipends, donations, and loans.
- Support the annual audit by preparing working papers and reconciliations.
- Monitor shared finance inboxes and resolve queries.
- Drive continuous improvement in finance processes, maintain strong controls, and mitigate financial risk.
- Undertake ad hoc finance tasks, including holiday cover and project support, 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 fulfil 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
Experience	
Relevant experience in a similar	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
AAT, part qualified or at least 3+ years' experience in financial accounting	E
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	E
Knowledge of Microsoft Dynamics Great Plains	D
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