



# Diocese of Westminster

<b>Job Profile</b>	Assistant Management Accountant
<b>Department / Parish / Agency</b>	Finance
<b>Reporting to</b>	FP&A Senior Manager
<b>Cost Centre</b>	101
<b>Location:</b>	Vaughan House, 46 Francis Street, SW1
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours a week Monday-Friday 9am-5pm – may be required to work outside of these hours including weekends (limited)
<b>Salary</b>	£39,000 to £42,000 per annum depending on experience
<b>Job Reference</b>	806-101

## **Job Purpose:**

The Assistant Management Accountant is a key member of our finance team, contributing to the delivery of high-quality, insightful management reporting across the charity.

This role supports financial business partnering with departmental leads and plays an active part in budgeting and forecasting processes. Reporting directly to the FP&A Senior Manager, the Assistant Management Accountant collaborates closely with colleagues across the finance team and other departmental heads to ensure accurate, timely, and meaningful financial insights that drive informed decision-making.

## **Principal Duties:**

1. Collaborate with departmental leads to strengthen financial accountability, improve communication, and enhance financial understanding across the charity.
2. Support the month-end process, including:
  - Preparing timely and accurate management accounts
  - Posting journals and maintaining up-to-date ledgers and reconciliations
  - Providing insightful variance analysis and commentary
  - Ensuring data integrity and accuracy
3. Review and finalise monthly, quarterly, and annual performance results in partnership with budget holders.
4. Assist in the annual audit process by preparing working papers, reconciliations and liaising with auditors.
5. Support budgeting and forecasting process by working closely with departments to develop robust financial plans aligned with strategic objectives.
6. Contribute to financial planning and analysis to support data-driven decision-making.
7. Drive continuous improvement in finance processes, systems, and internal controls.
8. Deliver training to colleagues and stakeholders to build financial awareness and understanding of key trends and projections.
9. Provide ad hoc support and cover for finance team members as required.

***The post holder may be required to undertake any other duties that are commensurate with the role.***

## **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, 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 center. 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 & 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 that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. 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, truthfulness and straightforwardness 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 challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will 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 colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honesty

**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>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Proven ability to work independently, plan ahead, prioritise tasks, and meet deadlines in a dynamic and fast-paced environment	E
Highly organised and methodical approach, with strong attention to detail and a commitment to producing consistently high-quality work	E
Demonstrates sound judgement and a solid understanding of organisational strategy, workflows, and operational processes.	D
Flexible and adaptable to change, with a proactive mindset and willingness to support team members and cross-functional initiatives	E
Capable of explaining financial procedures and processes clearly to staff at all levels across the Diocese	D
Strong interpersonal and communication skills, fostering open and effective collaboration within the team and with stakeholders	E
Positive, can-do attitude with a continuous improvement mindset, motivated to deliver the best outcomes for the Diocese.	E
An understanding and sympathy of the social and moral teachings of the Roman Catholic Church	E
<b>Experience</b>	
At least 3 years of relevant experience in Assistant Management Accounting or a similar role	E
Strong knowledge of MS Office Suite – particularly extensive experience of using Microsoft Excel	E
Strong knowledge of MS Dynamics GP and MS Power BI	D
<b>Qualifications</b>	
Currently studying towards a recognised accounting qualification (AAT, ACCA, CIMA, or ACA)	E
A degree in finance, accounting or economics	D