



Diocese of Westminster

Job Profile	Parish Bookkeeper
Department / Parish / Agency	Edgware
Reporting to	Parish Priest
Cost Centre	EDGWA
Location / Address	St Anthony of Padua
Management of	n/a
Contract type	Permanent
Hours	17 hours per week (Monday 9am-4:30pm, Tuesday 9am-4:30pm and Friday 9am-midday)
Salary	£18 per hour
Job reference number	850-EDGWA

Job Title: Parish Bookkeeper

To undertake accounting and bookkeeping duties in accordance with the Diocesan Parish Administration Manual and be responsible for the accurate, compliant, and effective management of Parish finances. The role works collaboratively with parish staff and volunteers to ensure financial controls and timely financial reporting.

Principal Duties and Responsibilities

Parish Accounts and Finance Administration

- Record all parish income and expenditure on the Diocesan computer database (OPAS) accurately and in a timely manner.
- Complete monthly bank reconciliations to ensure parish accounts are current, accurate, and fully reconciled according to required deadlines.
- Record all of the clergy monthly credit card purchases on the accounting system and ensure supporting receipts are attached.
- Prepare quarterly financial reports for Parish Finance Committee meetings.
- Work closely with the Parish Administrator to ensure parish financial records and accounts are kept up to date and accurate.
- Create and maintain designated donation funds within OPAS, ensuring income and related expenditure are accurately recorded and monitored against specific appeals, projects, or restricted purposes.
- Prepare and submit the Annual Financial Return at year-end to the Diocese within the required deadline.
- Liaise with suppliers and service providers to resolve queries relating to invoices, payments, or account discrepancies.
- Enter, monitor and manage regular and recurring payments to ensure they are processed correctly and on time.

- Use the parish online banking system in accordance with diocesan procedures and financial controls.
- File and maintain all invoices, correspondence, and financial documentation in an orderly, secure, and accessible manner.
- Support the Parish Priest to oversee parish counters to ensure appropriate counting procedures and financial controls are followed in line with parish and diocesan guidelines.
- Assist with the preparation and ongoing monitoring of the annual parish budget using OPAS.
- Provide budget information and support to the Parish Priest and Parish Finance Committee as required.
- Maintain the parish petty cash, ensuring consistency between the physical float and OPAS records.

Planned Giving

- Maintain an accurate and up-to-date register of parishioners participating in Planned Giving.
- Administer all Planned Giving registrations, changes, and amendments.
- Administer the Gift Aid system through OPAS.
- Liaise with parishioners as required, responding appropriately to queries regarding donations and giving.
- Record all monies received via envelopes, banker's orders, and cheques.
- Produce the year-end declaration report for submission to the Diocese.
- Be responsible for small GASDS claims for the parish.
- Review online donation platforms on a monthly basis and ensure all donations are correctly recorded on OPAS, including online and contactless systems.

Training

- Undertake mandatory online training courses as required, including safeguarding and Annual Financial Return (AFR) training.

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