Diocese of Westminster

Job Profile	Parish Bookkeeper
Department / Parish / Agency	Shepperton – St John Fisher Church
Reporting to	Parish Priest
Cost Centre	SHEPP
Location / Address	15 Wood Road, Shepperton.TW17, 0DH
Management of	n/a
Contract type	Permanent
Hours	7 hours per week (Monday or by arrangement)
Salary	£18 per hour
Job reference number	854-SHEPP

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.

<u>Our Values</u>

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.

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