



## Diocesan Finance Office The Diocese of Arundel and Brighton

### **Role Description**

Job title: Finance Officer  
Location: Hove  
Hours: Full-time 35 hrs per week  
Reports to: Financial Controller

### **Background**

The prime responsibility of the Diocesan Finance Office is to support our parishes in the smooth functioning of all financial matters. This includes managing transactions with and for parishes, supporting their access to banking and credit cards and providing systems and guidance for financial reporting and claiming Gift Aid. Parishes approach us for advice and support on a wide range of activities relating to fundraising, Gift Aid, the payment of staff, pension scheme rules, handling charitable collections and administering restricted funds. The aim and mission of our team is to provide the highest possible quality of support to parishes, and to the priests and volunteers that serve them. We want the administrative burden of finance and compliance to be as light as possible so that time and energy is spared for the important work of prayer, formation and the mission to bring the good news of Jesus Christ to our brothers and sisters. We also provide a support function to other Diocesan central departments, assisting with financial transactions and with budgeting and financial monitoring. We are responsible for producing statutory accounts, and supporting the audit process for these.

### **Purpose**

The purpose of this role is to undertake the bulk of the day to day responsibility for finance transactions and reporting, including maintaining all balance sheet reconciliations on a monthly basis. The Finance Officer will be expected to produce a month end finance pack reflecting transactions within all the central offices of the Diocese and closing balances for key cash and debtor accounts. It is essential that the post holder has experience of general accounting and is comfortable working with deadlines. You will have the ability and communication skills to build strong working relationships at all levels across the organisation. The role will report to the Financial Controller.



### **Key responsibilities**

- Prepare monthly bank reconciliation statements for central accounts
- Prepare monthly balance sheet reconciliations for all accounts
- Administer parish deposit scheme and maintain monthly report
- Administer loans to schools and maintain monthly report
- Cash balance reporting: daily, weekly and monthly. Follow up queries with HSBC
- Purchase ledger transactions: coding of invoice and weekly payment run
- Transactions with Parishes: collect and disburse monies to parishes in line with agreed protocols and prepare journals to reflect these
- Management accounts: liaise with departments to finalise weekly and monthly banking and credit card journals
- Financial analysis: produce expenditure analysis and undertake investigation of significant variances against budget and prior year
- VAT recovery – prepare and submit bi-annual claim for VAT recovery on eligible works to Listed Places of Worship Scheme
- VAT return – prepare and submit VAT returns and CIS returns for Buildings Services company
- Maintain weekly, monthly and quarterly schedule of routine tasks
- Maintain process notes
- Maintain log of sign off of cash transactions and journals by Financial Controller

### **Person specification**

- A strong part-qualified or equivalent, with at least two years' experience of working in a financial position in a similar environment
- Excellent numeracy and attention to detail essential
- Understanding of VAT
- Good communication skills, with the ability to provide instruction, guidance and advice to other staff and volunteers
- Able to meet deadlines and identify and resolve problems
- Strong excel skills desirable
- Sympathetic to the aims of the Roman Catholic church essential