

SACRED HEART CHURCH - WIMBLEDON

ACCOUNTS ASSISTANT (PART-TIME)

JOB DESCRIPTION

GENERAL SCOPE OF THE POST

To deal with moneys received in the parish office, payment of invoices and day to day management of the parish bank accounts.

RESPONSIBLE TO

The parish priest with periodic reporting to the Finance Committee representative with overall responsibility for the parish accounts.

FINANCIAL

1. Record and account for moneys received into the parish office, including stipends, halls booking receipts, reception area sales and donations.
2. Manage the petty cash account.
3. Arrange for acknowledgement of donations
4. Prepare paying-in slips for secure collection
5. Ensure that a person is available to release bags for the secure cash collection service each week and obtain a copy of the paperwork supporting the collections
6. Manage monthly Mass stipends and Stole Fees and draw cheques for signature for each priest
7. Process all invoices by
 - a. Ensuring they are properly authorised;
 - b. Drawing cheques where necessary
 - c. Arranging for cheques to be signed according to diocesan regulations
 - d. Checking on-line bank statements for direct debit statements and ensuring that they are covered by invoices
8. Monitor the parish bank account balances confirming cash amounts banked and that there are sufficient funds to cover cheques issued
9. Arrange for transfers between accounts to be authorised
10. Prepare the monthly file of payments and receipts
11. Liaise with the volunteer teams dealing with gift aid and inputting accounts
12. Liaise with the volunteer co-ordinator of the weekly collection counting teams
13. Keep in regular contact with the Finance Committee member responsible for the parish accounts

ADDITIONAL DUTIES

14. As part of a small office team to help with initial enquiries by answering the phone, supporting voluntary reception staff and providing clerical support on an ad hoc basis including photocopying etc.

PERSON SPECIFICATION

1. Experience in working in office administration including financial matters
2. A good level of numeracy
3. Ability to handle confidential material with total discretion.
4. Ability to work flexibly according to current priorities.
5. Ability to use IT systems including spreadsheets and accounting systems
6. A systematic approach to the filing of documents both paper and electronically.
7. A good telephone manner to deal with calls from parishioners and a wider public.
8. Ability to use office machinery such as franking machines.

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CONDITIONS OF SERVICE

1. 16 hours a week, which can be worked flexibly, within office hours, according to circumstances and in agreement with the parish priest.
2. Holidays – 13 days a year including Bank Holidays (pro rata of 28 days for a full-time appointment)
3. Unpaid discretionary leave may be granted with the agreement of the Parish Priest.
4. Salary is £15 per hour.
5. The contract of employment is with and under the conditions set by the Roman Catholic Archdiocese of Southwark.

Application forms should be returned to the Parish Priest by no later than 22 May 2018