

## **SACRED HEART CHURCH - WIMBLEDON**

### **ACCOUNTS MANAGER (PART-TIME) - JOB DESCRIPTION**

#### **GENERAL SCOPE OF THE POST**

Manage the day-to-day parish finance processes and assist with Health & Safety and Safeguarding procedures.

#### **RESPONSIBLE TO**

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

#### **PRINCIPAL TASKS**

##### ***FINANCE***

1. Record and account for moneys received into the parish office, including stipends, halls booking receipts, reception area sales and donations.
2. Account for weekly collections based on returns made by counting teams.
3. Organise periodic banking of receipts and collection monies.
4. Arrange for cheque payments to cover
  - monthly Mass stipends and Stole Fees for priests in accordance with instructions from Parish priest
  - invoices received in the parish office, ensuring they are properly authorised and meet diocesan regulations
5. Check on-line bank statements regularly for direct debits and match these with invoices / services supplied
6. Monitor the parish bank account balances online, confirming cash amounts banked, funds are sufficient funds to cover cheques issued and all direct debits are appropriate / authorised.
7. Prepare the monthly file of payments and receipts with supporting documentation for all receipts and expenses.
8. Input the expenses and income into the Diocese AcslQ accounting system and complete the monthly bank reconciliation, producing reports as appropriate from the system for Finance Committee.
9. Liaise with volunteer teams covering gift aid, counting team, and regular contact with the Finance Committee member responsible for the parish accounts.
10. Maintain a record of all contracts for the supply of goods and services and inform the Finance Committee when contracts are due for renewal.
11. To advise the Finance Committee on opportunities for cost savings.

##### ***ADDITIONAL DUTIES***

12. Become familiar with all aspects of parish and diocesan safeguarding administrative procedures including Disclosure and Barring (DBS) requests
13. Maintain and keep up to date all parish safeguarding administrative systems and procedures
14. Establish and maintain effective working relationships with the parish safeguarding team and diocesan safeguarding team
15. Organise and conduct identity verification meetings for DBS purposes with volunteer parishioners
16. Attend relevant safeguarding training as appropriate
17. Provide administrative support for Toolbox Health & Safety system in liaison with the Finance Committee representative and the Parish Caretaker.
18. Provide cover when needed, as part of a small office team, for example with answering phones.

## **PERSON SPECIFICATION**

1. Experience in working in office administration including financial and accounting matters
2. Numerate and IT literate with experience of Office 365 including spreadsheets.
3. Excellent communication skills, oral and written, with ability to handle confidential matters with discretion.
4. First rate organisational skills to maintain and develop parish finance processes including implementing and maintaining digital filing of key documents.
5. Ability to work with parish team members and volunteers and manage workloads according to current priorities.

## **CONDITIONS OF SERVICE**

1. 19 hours a week, which can be worked flexibly, within office hours, according to circumstances and in agreement with the parish priest.
2. Holidays – 15 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 £16 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 at

Sacred Heart Church, Edge Hill, Wimbledon, SW19 4LU

by no later than 13 December 2021. NOTE Curriculum Vitae (CVs) will not be considered.

Shortlisted candidates will be informed by Wednesday 15 December of the final selection interviews to be held on Friday 17 December.