

**FINANCE ADMINISTRATOR
JOB DESCRIPTION and PERSON SPECIFICATION DEC 2024**



Job Title	Finance Administrator
Parish/Department	St. Peter and the Winchester Martyrs
Name of Current Job Holder	N/A
Reports To	Parish Operations Manager.
Number of Reports	0
Hours of Work	25 per week – (9:30 to 3:00pm)
Contract Type	Part-Time
Overview of the Diocese	The Diocese of Portsmouth comprises 87 parishes across Hampshire, Dorset, Berkshire (except Slough), South Oxfordshire, the Isle of Wight and the Channel Islands. Formed 19th May 1882 by the division of the Diocese of Southwark, the Diocese of Portsmouth has a presence in every community and can offer ministry and mission to all who come to us, working towards the Bishop’s vision of Bringing people closer to Jesus Christ through his church.

Overall job purpose

The role of Finance and Property Administrator will cover:
1. Financial Administration and Accounting

Key accountabilities

Financial Administration and Accounting

The role covers all those tasks related to accurate and timely completion of the parish’s Xero accounts each month to trial-balance stage:

- placing supplier purchase orders and validation, booking and processing payment of supplier invoices (mainly by BACS plus some occasional cheques)
- checking utility bills (gas, electric, water) and matching direct debit payments thereof to the bank statement entries
- logging gas and electric meter readings quarterly (22 meters across the parish properties)
- staff and volunteer expenses claims checking and payment including credit card statements
- weekly Mass offertory cash and cheque counting and banking thereof (aided by a volunteer counting team rota)
- miscellaneous cash and cheque receipts (including hall and room hire) – matching vs invoices and banking thereof
- recording, reconciliation and payment of fees/donations received and due to the parish priests and supply priests
- checking and reconciling second collections accounts (for diocesan charities and parish appeals on behalf of charitable projects) and promptly paying monies collected on to beneficiaries

- petty cash payments
- checking and processing managing agents' monthly statements for each rental property and handling queries with them as necessary
- checking and processing monthly Diocesan Current Account statement transactions
- downloading transaction statements for the online giving portal (Give As You Live) and contactless card payments received (Dona/SumUp)– analysing transactions and matching/reconciling to the bank statement entries
- monitoring the monthly bank statement receipt entries for parishioner planned giving by standing order and direct debit and ensuring correct accounts coding
- preparing quarterly Gift Aid refund claims and submitting these via the Diocese – also maintaining the file of donor Gift Aid declaration forms
- prepare a monthly summary table of offertory and planned giving donations for reporting in the parish newsletter

All the above tasks include entry of the related transaction data into the Xero accounting system, ensuring each transaction is coded to the correct income or expenditure account and cost centre. All transaction postings into Xero must be completed on a monthly basis and closing bank account balances reconciled at each month end.

Xero operates on a cash transaction basis with automatic bank statement transaction feeds into Xero from our main Lloyds bank account.

Bank statement transactions need to be continually matched off existing Xero entries (for example supplier invoices paid and booked) or added anew into Xero (for example planned giving receipts by standing order) to ensure all bank transactions are captured in Xero and match the bank balance.

Liaison with Facilities & Resources Manager

- Ensure good lines of communication at all times with the parish Facilities & Resources Manager so that management of parish properties works as smoothly as possible.

Ad hoc duties and projects

- Carry out ad hoc duties as requested by your line manager.

Values

- To maintain the ethos and values of the Catholic Church and positively promote the work and activities of the Catholic Church.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Person Specification

- **Essential**
- First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary.
- Suitable candidates will have a good standard of general education combined with experience of bookkeeping and accounting in the charitable, public or private sectors Experience of the church sector would be particularly useful.
- A formal accounting technician qualification is preferred such as the ACCA's Certified Accounting Technician or an AAT bookkeeping or accounting certificate/diploma.
- Experience of accounting software and Microsoft Office (email, Excel and Word) is required. Xero accounting software experience would be a particular advantage.
- Candidates will be expected to show a high level of initiative and be reliable and focused in fulfilling their tasks.
- Understanding of Data Protection legislation.
- Excellent communication skills both written and verbal
- Able to effectively manage a high-volume workload.
- Ability to work effectively as part of a team.
- Excellent problem-solving skills.
- Understanding of and commitment to equality of opportunity and good working relationships.
- Able to work on own initiative, organising and prioritising own workload to set deadlines.
- An ability to maintain high degree of confidentiality and trust.
- Good time keeping.
- Positive and flexible approach to work.

Desirable:

Knowledge of and empathy with the values and teaching of the Catholic Church.

Date of Completion of Job Description (month and year)	December 2024
Name & Role of Job Description Content Creator	Gerard Dailly