

Parish Finance Administrator

APPLICANT BRIEFING PACK

April 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

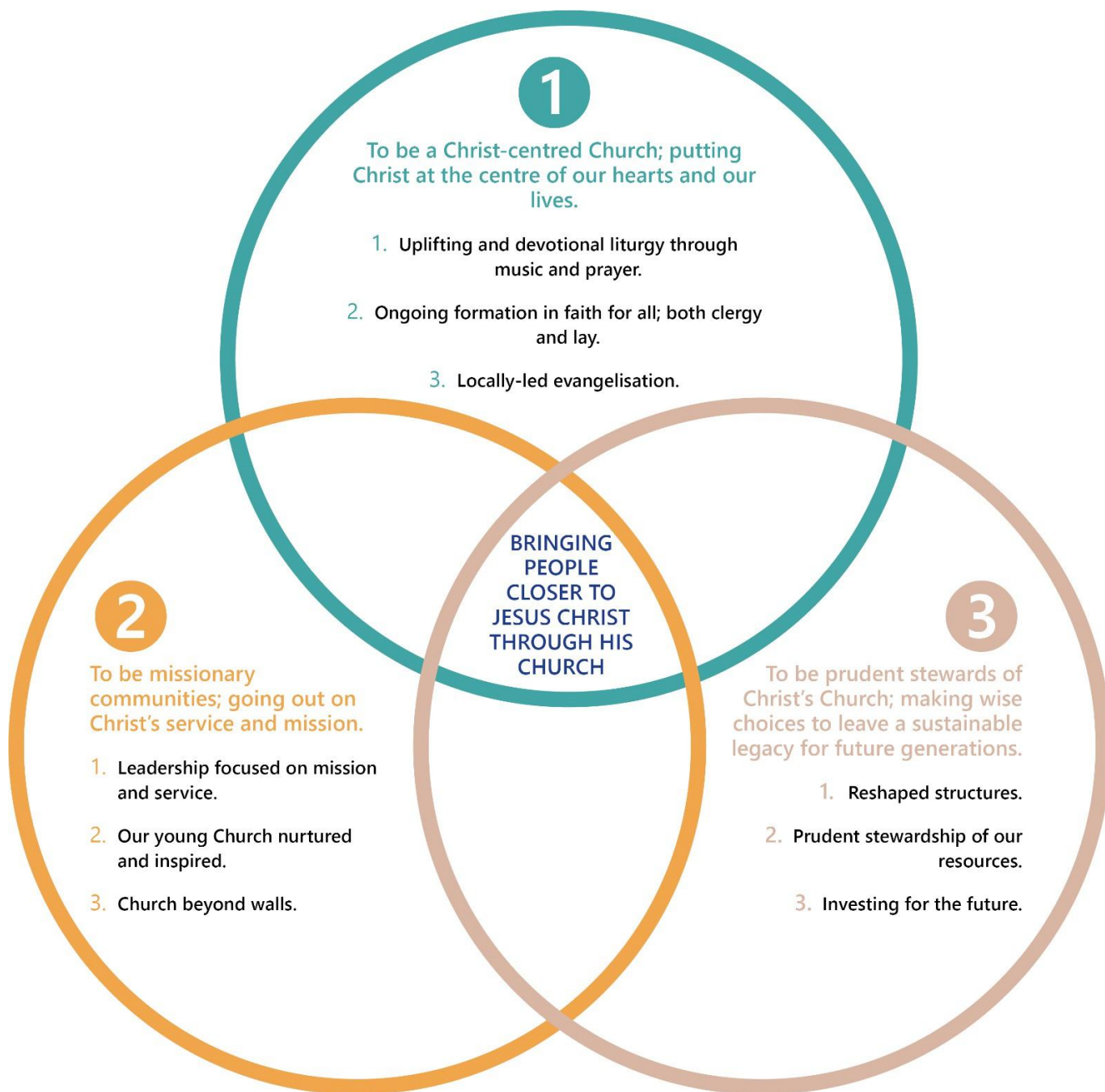
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

St. Edmund and St. Joseph, Southampton City Centre Parish are seeking a Parish Finance Administrator. To provide financial management for the parish, ensuring sound stewardship of resources and effective support to the Parish Priest in the administration of the parish.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

This is an exciting time to join our friendly, busy, and supportive team as we implement our 10-year Mission Plan, shaping the future of our Diocese and the communities we serve.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Pastoral Area
- Parish volunteers and employees
- Parishioners and visitors
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)

3. Main Duties

Financial Management

- Liaise with and provide financial information to the Diocesan Finance team as required.
- Prepare and manage the parish budget for approval by the Parish Priest and Finance Committee.
- Prepare quarterly accounts and reports for Finance Committee meetings and attend these meetings.
- Maintain accurate and up-to-date financial records, including income, expenditure, and bank reconciliation using the approved Diocesan Finance System (currently XERO).
- Oversee the collection, counting, and banking of offertory and other parish income, ensuring proper procedures are followed.
- Raise and process invoices, payments, and reimbursements in a timely and accurate manner.
- Prepare monthly and annual financial reports for the Parish Priest and Finance Committee, ensuring transparency and compliance with diocesan requirements.
- Support the Parish Priest in fundraising and stewardship initiatives, including second collections, campaigns, and appeals.

Applicant Briefing Pack – **Parish Finance Administrator**

- Promote and ensure the routine availability of digital giving platforms for donors, including online and planned giving routes.
- Ensure compliance with diocesan policies for clergy payments and oversee the monthly processing of income and expenses.
- Supervise Parish counting and collection teams, assisting with bank deposits where necessary.
- Ensure compliance with Gift Aid regulations, supporting the Parish Gift Aid Coordinator in fulfilling this role.

Governance and Compliance

- Ensure compliance with all diocesan policies.
- Maintain an asset register and full inventory, ensuring appropriate insurance coverage for parish properties and equipment.
- Notify the Estates Department regarding insurance-related matters.
- Assist the parish priest in preparing reports and documentation for diocesan audits and reviews.

Volunteer Coordination

- Provide support and guidance to parish volunteers involved in finance.
- Organise and oversee rotas for volunteers assisting with financial tasks.

Other Responsibilities

- Assist in the preparation of reports for parish meetings, including the Parish Finance Committee and Parish Pastoral Council.
- Attend Finance Committee and Parish Pastoral Council meetings and take meeting minutes.
- Provide general administrative support to the Parish Priest as required.
- Undertake any other reasonable duties as requested by the Parish Priest.
- Maintain confidentiality and exercise discretion.

4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.
 - Work collaboratively with the Parish Administrator and other key members of the parish to ensure the Parish Priest is effectively supported.
 - Foster a welcoming and professional parish environment for clergy, volunteers, and parishioners.
 - Maintain confidentiality and discretion.
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Parish Finance Administrator – Person Specification

Essential Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Proven experience in financial administration, budgeting, and record-keeping.• Strong organisational and problem-solving skills, with the ability to manage multiple priorities.• High level of proficiency in IT, including Microsoft Office and financial software.• Excellent communication and interpersonal skills, with the ability to engage with people at all levels.• Valid UK Right to Work.
Desirable	<ul style="list-style-type: none">• Formal qualification in financial management, bookkeeping, or accounting.• Knowledge of the values and teachings of the Catholic Church.• Experience working in a parish, charity, or non-profit organisation.• Familiarity with diocesan policies and procedures, or a willingness to learn.• Knowledge of safeguarding and data protection practices.• Valid driving licence and access to a vehicle.

Salary, Benefits & Location

Salary: c. £28,000 FTE, Part Time 20 hours per week

Contract: Fixed-Term 1 Year

Location: Based at St. Edmund Church Parish Office, The Avenue, Southampton, SO17 1XJ

Direct Reports: 0

Benefits

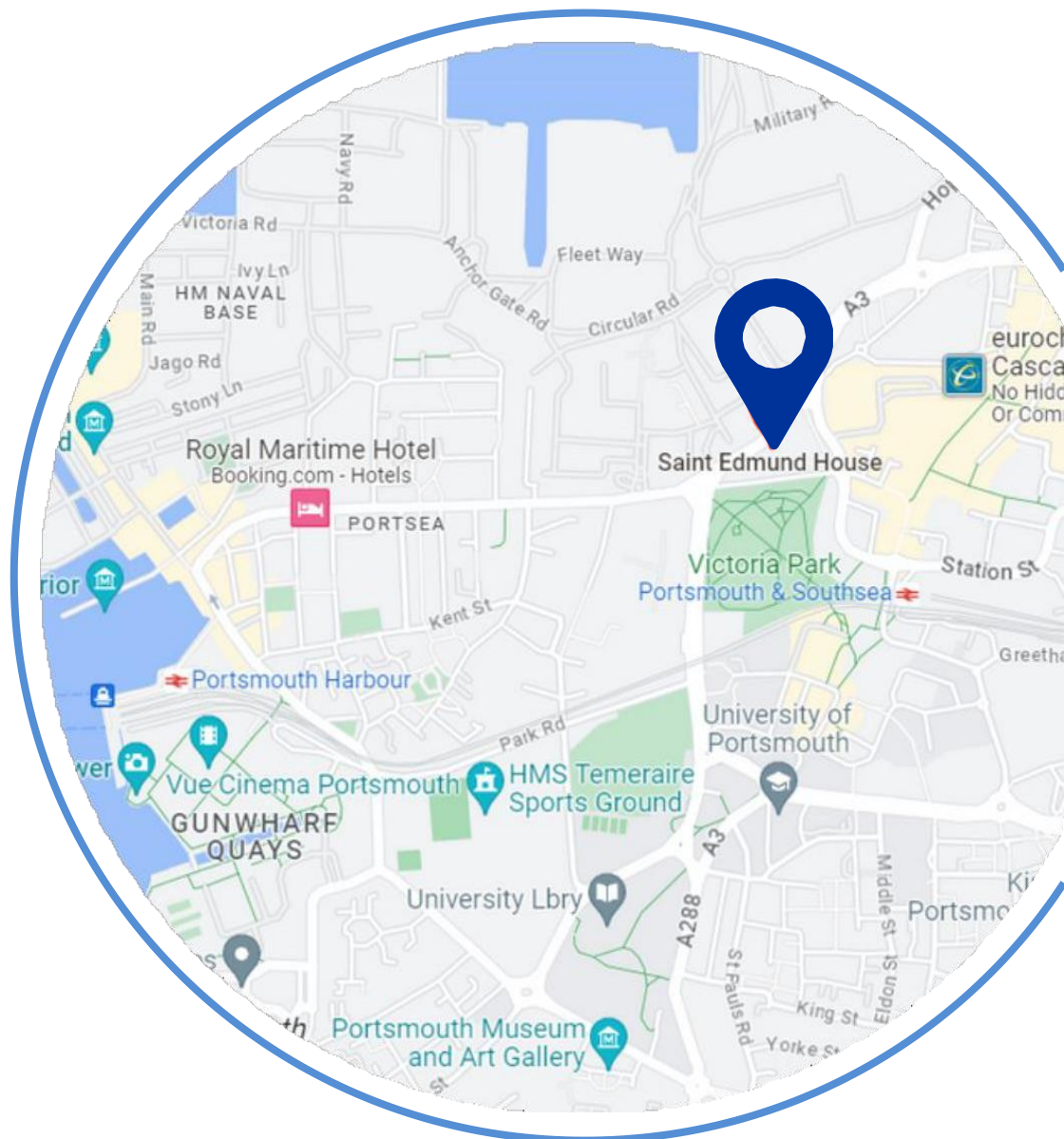
25 days holiday plus bank holidays

Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role to recruitment@portsmouthdiocese.org.uk Please state 'Parish Finance Administrator' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

The closing date for applications is Tuesday 6th May 2025, at 6pm.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

