



PARISH FINANCE ADMINISTRATOR

Job Description

Job Title	Parish Finance Administrator
Parish	St. Joseph and St. Edmund, Southampton City Centre Parish
Reports To	Parish Priest
Number of Reports	None
Contract Type	Fixed-Term 1 Year
Hours of Work	20 hours per week
Location	Based at St. Edmund Church Parish Office, The Avenue, Southampton, SO17 1XJ
Contract Type	Fixed-Term 1 Year

1. Job 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.

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)
 - External suppliers and contractors
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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.
- 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.
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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.

How to Apply:	<p>Please send a comprehensive and up to date Curriculum Vitae with a covering letter setting out your suitability for the role to recruitment@portsmouthdiocese.org.uk</p> <p>Please state 'Parish Finance Administrator' in the subject line of your email.</p> <p>The closing date for applications is Tuesday 6th May 2025, at 6pm.</p> <p>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.</p>
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Date of Completion of Job Description:	April 2025
Job Description Author:	Alison Tait / Gillian Fielder
