

ACCOUNTS ASSISTANT SEPTEMBER 2017

INTRODUCTION

Position Summary

Assistant required to support Diocesan Accountant. The Finance Office has responsibility for the accounts of the Roman Catholic Diocese of Nottingham. It also has supervisory responsibilities for the 107 constituent parishes of the Diocese as well as its Commissions.

Job Title

The Job Title is Accounts Assistant.

Reports to

The Accounts Assistant reports to the Diocesan Accountant.

Job Location

The position is based at the Diocesan offices at:

Willson House, 25 Derby Road, Nottingham NG1 5AW

(Although there are no plans to move at present the office may be relocated. It is likely, in these circumstances to remain close to the Cathedral.)

JOB DESCRIPTION

The Diocese's accounting is held on an Xero (cloud based) system. The constituent parishes have a variety of systems which are consolidated annually on an Excel spreadsheet. Through on line banking, assistance is given to parishes where necessary.

The job will be to assist the Diocesan accountant, taking increasing responsibility for the day to day functions, with the following tasks. Necessary training will be given in all of these.

Day to day cash balances

BACS input preparation

Online banking (including account transfers)

Data input for general ledger package (Xero)

Bank reconciliations

Recording donations standing order and other appeal donations on Excel spreadsheet and reconciliation with ledger.

Gift Aid reclaiming

Overview and assistance of parishes' systems and records and annual consolidation

Parishes' bank mandates

Weekly and monthly banking

Other related tasks

PERSON SPECIFICATION

Organisational skills
Attention to detail
Computer skills, to include Word, Excel and Outlook
Basic Maths and English
General facility with figures
Interpersonal skills including telephone

This is a small and busy office and those working here all take a turn with general duties such as tea making, answering the telephone, greeting visitors, support for meetings, dealing with the post and so on.

TERMS

Full details per Personnel Manual on the Diocesan website, including
Full time 37 ½ hours week
5 weeks holiday (5 days to be taken at Christmas or Easter) and usual public holidays.
Salary indicator £20 thousand pa.
Employee's pension matched after initial period up to 5% pa.

TIMETABLE

Advertise

Wednesday 13th September, Friday 15th September, Wednesday 20th September.

Closing date

Friday 22nd September.

Interviewing

Wednesday 27th September.

11 September 2017

ADVERTISEMENT

Nottingham RC Diocese

ACCOUNTS ASSISTANT

Salary indicator £20 thousand pa

Further details at nottingham-diocese.org.uk

Closing date 22nd September 2017

Write to
Nottingham RC Diocese
25 Derby Road
Nottingham
NG1 5AW

Or email finance.office@nrcdt.org.uk