

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Assistant Accountant</b>		
<b>Department:</b>	Department of Finance		
<b>Reports to (job title):</b>	Director Of Finance		
<b>Accountable to:</b>	Chief Operating Officer/Trustees of the Diocese of Salford		
<b>Responsible for:</b>	N/A		
<b>Key Relationships:</b>	All Finance personnel together with internal stakeholders		
<b>Location:</b>	Cathedral Centre 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	Occasional travel for which mileage will be payable
<b>Level/Salary Range:</b>	£32,960 - £40,516 per annum – Dependent on skills and experience	<b>Position Type:</b>	Full Time, Permanent
<b>Hours of Work:</b>	35 hours per week excluding 1 hour unpaid lunch break, to be worked over the core business hours of 10am to 4pm Monday to Friday.	<b>Holidays</b>	25 days holiday per year plus statutory bank holidays and 5 closure days (Maundy Thursday & 4 over the Christmas/New year period).
<b>Purpose and Job Overview:</b>			
<p><b>Purpose:</b></p> <p>To support the Senior Finance team in the production of meaningful management information to allow the business of the Diocese to be managed efficiently and effectively.</p> <p><b>Overview:</b></p> <p>The successful post-holder will be part of our Curia staff who are responsible for providing Professional Support Services, and assistance to parishes and diverse local community projects which serve the wider mission of the Diocese.</p> <p>The successful candidate will be expected to support the accountants to ensure financial compliance with Charity Law and both internal and external deadlines.</p> <p>The role includes responsibility for the preparation work supporting and compilation of financial analysis, management accounts, treasury support, and financial reports as required by the Accountants / Director of Finance.</p>			

The successful post holder will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained.

**The post is subject to an enhanced disclosure through the Disclosure and Barring Service.**

**Job Description:**

Key Responsibilities:

- Working with the Director of Finance and Senior Finance Team to ensure that management and financial accounts are produced within the agreed timetable for the main charity and all subsidiary companies,
- Working toward supporting commentary and reports showing the aged debtors and creditors for each subsidiary, with an update of actions taken in the month
- Work with the Senior Finance Team to ensure all accruals and prepayments and other month end journals are generated and posted for all subsidiary companies to allow the production of the accounts as highlighted above
- Support and assist in the preparation of meaningful cash flow forecasts and statements for SRCDTR and all subsidiary companies
- Support and assist in the preparation of monthly reports on the cash position of the diocese, including a commentary to be included in the management accounts.
- Support and contribute with the improvement of the financial systems and procedures to maximise efficiency.
- Generate working files to ensure that budgets and forecasts including supporting commentary are produced for all areas of the diocese.
- Support the Senior Finance Team in generating and providing reports to committees and Audit requests as required
- Act as secretary to the Finance Committee

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• Part Qualified chartered status of a professional accountancy body (CCAB qualified, ACCA, CIMA).</li> <li>• Evidence of ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Xero Accountancy Software</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Working in a Management / Financial Accountant role for a minimum of 2 - 3 years</li> <li>• Experience of working with Accountancy Software.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience obtained in a charitable or public sector organisation.</li> <li>• Support to generation of budgets / Management Accounts / maintaining financial controls</li> <li>• Support to generation of</li> </ul>

		<p>Financial Accounts</p> <ul style="list-style-type: none"> <li>• Experience of working with Xero Accountancy Software</li> </ul>
<p><b>Knowledge, skills, and abilities:</b></p>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills to support effective communication with a wide variety of people including finance and non-finance colleagues</li> <li>• Demonstratable efficient approach to delivering tasks with a high level of attention to detail.</li> <li>• The ability to support the analysis of financial issues and to interpret information, and transpose this into correct financial postings.</li> <li>• Excellent time management skills with the ability to organise and prioritise the workload to meet deadlines for themselves and others in their team.</li> <li>• The ability to remain motivated and resilient and inspire high levels of motivation in others.</li> <li>• The ability to represent the ethos and objectives of the Diocese to specialists such as auditors, ability to communicate, support negotiation and manage such professionals engendering these ideals.</li> <li>• The ability to think and act creatively and collaboratively.</li> <li>• Excellent IT skills including Microsoft Office particularly Advanced Excel and other software (which support the delivery of accounts).</li> <li>• Openness to working with new systems and software for which training will be provided</li> <li>• Ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of scripting/programming.</li> </ul>
<p><b>Personal qualities:</b></p>	<ul style="list-style-type: none"> <li>• A flexible, can-do, and proactive approach with the ability to contribute to the development of the department and to support the wider aims of the Diocese.</li> <li>• An ability to communicate</li> </ul>	

	<p>effectively with a broad range of people and to build positive working relationships.</p> <ul style="list-style-type: none"> <li>• Ability to work unsupervised and use own initiative.</li> <li>• Have a proactive approach to continuous improvement.</li> <li>• Ability and adapt and learn new tasks quickly.</li> <li>• Strong verbal and written communication skills.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

**Other Information:**

**References and Reports**

- Two professional references will be required.
- Provision of relevant certification of qualifications is required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining the respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Nicola Cosens	Date:	April 2022
Reviewed By:	Hannah Howard	Date:	April 2022

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Department:	

Salford Roman Catholic Diocesan Trustees Registered Charity  
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