

## Assistant Accountant

**Appointment Type:** Full-time, permanent **Working hours:** 35 hours per week, to be worked Monday to Friday across core hours of 10am to 4pm. **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary, pension, and benefits:** £32,960 - £40,516 per annum, 25 holidays plus bank holidays and 5 Diocesan closure days, employers pension scheme.

**About:** The Assistant Accountant will support the Senior Finance team in producing meaningful management information in order to allow the business of the Diocese to be managed efficiently and effectively.

**What we are looking for:** A team player who is flexible and proactive and open to working with new systems and software. The successful candidate will be a strong communicator with excellent interpersonal skills. They will be efficient and motivated, able to represent the diocese's ethos as they work with a diverse range of people internally and externally.

**What you will need:** The successful candidate will be part-qualified with Chartered Status of a professional accountancy body and be experienced working within a Management/Financial Accountant role. The post-holder will be competent in working with accountancy software and be an advanced user of Microsoft Excel, able to support analysis of financial issues and interpret information, transposing into correct financial postings.

**Safeguarding requirements:** The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation.

**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.

It is not required for the post-holder to be Catholic, however all colleagues are expected to be respectful towards working for an organisation with a religious ethos.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

**Closing date for applications: 12 noon on Monday 4th July 2022**

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role, please contact: [HR@dioceseofsalford.org.uk](mailto:HR@dioceseofsalford.org.uk)