

DIOCESE OF SALFORD

Job Title:	Parish Accountant		
Department:	Department of Finance		
Reports to (job title):	Parish Business Partner		
Accountable to:	COO		
Responsible for:	Parish Finance Officer		
Key Relationships:	Project Manager, Property and Estates Team, Finance and parish-based staff		
Location:	Cathedral Centre, Salford	Travel Required:	Yes, travel around the diocese will be required
Level/Salary Range:	£40,000-£50,000 per annum depending upon experience	Position Type:	2-year fixed term contract
Hours of Work:	35 hours per week	Holidays	25 days per annum plus statutory bank holidays. Plus 5 Diocesan closure days (4 over Christmas and 1 day Maundy Thursday).
Overview:			
<p>In response to the emerging needs, the Diocesan Trustees are seeking to appoint a qualified and experienced individual to support and develop management information provision of the parishes of the diocese. The successful post-holder will be part of our Parish Team within the Department of Finance.</p> <p>This newly created post is required to assist the parishes of the diocese in the implementation of new standard accounting software to allow for consistent accounting across the diocese. In addition the post-holder will be responsible for working with the parishes in putting together and implementing parish budgets and forecasts to assist in the day to day running of the parishes.</p> <p>The budget process will include ensuring that the actions from the Quinquennial Inspection report are incorporated into the budgets to help with a more proactive rather than reactive expenditure.</p> <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.</p> <p>The post is subject to an enhanced disclosure through the Disclosure and Barring Service.</p>			
Job Purpose:			
To support the Parish Business Partner and other member of the finance team of the Diocese to ensure that the parishes are managed efficiently and effectively.			

Job Description:

- To work with the parishes on the implementation, training and ongoing support of the selected software.
- To work with the Finance Office on the reporting requirements from the parishes, including the management of Gift Aid reports and the submission of Annual Returns
- To work with the Parish Priest and Administrative staff with the parishes to put together, management information, annual budgets and forecasts
- To work with the Property Team to ensure that the details of the Quinquennial Inspection report is incorporated with the budget and forecasts for the parishes
- Ongoing developing and managing financial systems of the parishes
- Working with the Diocesan Project Manager on Major Capital Projects
- Taking a lead on the roll out of the digital solution for on-line and contactless payments across the diocese.
- Creating business strategies to assist the parish and diocese in making decisions
- Liaising with the external auditors
- To act as line manager for the Parish Finance Officer

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 for duties commensurate with the role. Any changes will be agreed in conjunction with the Chief Operating Officer

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications and training:	<ul style="list-style-type: none"> • Chartered status of a professional accountancy body (CCAB qualified and CIMA) • Evidence of ongoing professional development. 	
Experience:	Substantial experience of: <ul style="list-style-type: none"> • Working in a Business Partner role. • Implementation of accounting software. • Implementation of budget and forecast systems. 	<ul style="list-style-type: none"> • Such experience may have been obtained in a charitable organisation, though not essential.
Knowledge and skills:	<ul style="list-style-type: none"> • Strong interpersonal skills to enable effective communication with a wide variety of people including Trustees, colleagues, clergy, parishioners, volunteers and representatives of external organisations. • An efficient approach to delivering tasks with a high level of attention to detail. • The ability to analyse financial issues and to 	

	<p>interpret complex information and to offer sound, reliable professional advice.</p> <ul style="list-style-type: none"> • Commercial awareness with the ability to achieve excellent value for money. • Excellent IT skills which may include Microsoft Office particularly Excel and other finance software. • Openness to working with new systems and software for which training will be provided. 	
Personal qualities:	<ul style="list-style-type: none"> • The ability to remain motivated and resilient and inspire high levels of motivation in others. • The ability to think and act creatively and collaboratively. • 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. • Excellent time management skills with the ability to organise and prioritise the workload to meet deadlines for themselves and others in their team. • The ability to represent the ethos and objectives of the Diocese to specialists such as auditors and banking representatives and be able to communicate, negotiate and manage such professionals engendering these ideals and ensure that projects are managed with integrity 	
Other requirements:	<ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the 	

	<p>Disclosure and Barring Service.</p> <ul style="list-style-type: none"> All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. 	
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Other Information:

References and Reports

- Two professional references will be 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.

A high level of understanding of the Roman Catholic faith is essential for this position. Prospective candidates must understand that the Diocese of Salford is a charity with a religious.

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.

Driving: A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.

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:	Pauline Morgan	Date:	June 2020
Reviewed By:	HR	Date:	Nov 2020

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 https://www.csas.uk.net/procedures-manual/			
Print Name:		Date:	
Signature:		Department:	

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