



DIOCESE OF PORTSMOUTH STANDARD JOB DESCRIPTION - EFFECTIVE AUGUST 2020.

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| Job Title | Finance Administrator |
| Parish/Department | St Swithun Wells based at Holy Cross Church Eastleigh |
| Name of Current Job Holder | Vacant |
| Reports To | Parish Priest |
| Number of Reports | N/A |
| Hours of Work | 30 to be spread over working week |
| Contract Type | Permanent |
| Overview of the Diocese | The Diocese of Portsmouth comprises 87 parishes across Hampshire, Dorset, Berkshire (except Slough), South Oxfordshire, the Isle of Wight and the Channel Islands. Formed 19th May 1882 by the division of the Diocese of Southwark, the Diocese of Portsmouth has a presence in every community and can offer ministry and mission to all who come to us, working towards the Bishop's vision of Bringing people closer to Jesus Christ through his church. |

Overall Job Purpose

- * Management of parish and clergy finance
- Car park finance administration
- Property liaison with estate agents
- Processing for Our Parish Future programme

Parish Finance

- * Entering weekly collections from cash sheets for the six churches onto the Diocese accounting software.
- * Responsible for authorisation and payment of invoices received and entering on accounting software.
- * Ensure BACS payments approval by a member of the Finance Committee using the CBO security protocols.
- * Arranging for Special Collections to be deducted for all churches by notifying Diocese Finance Department of amounts to be transferred to beneficiaries.
- * Carry out monthly reconciliations for 4 community and 1 main current account
- * Budget setting with the Finance Committee at financial year end and monitored each quarter.
- * Summarising financial status.
- * Servicing Parish Finance Committee meetings by producing agendas and minutes
- * Completion of monthly Finance return
- * Claiming Gift Aid on Small Donations Scheme for the 6 churches by collating weekly loose plate collections annually.
- * Arranging contracts and invoicing for the hiring of parish halls across the parish; any users hoping to serve alcohol during the event has an alcohol license issued for the date to comply with Diocesan contract regulations. Taking payment for events.

Clergy Finance

- * producing monthly income statements showing stipends/mass offering/mileage or any other factors required for tax purposes.
- * Liaison with accountants regarding the yearend tax returns for the individuals.
- * Getting data for benefits in kind from the diocese e.g., payroll of housekeepers, supplying costs of utilities for the presbyteries and anything else as required.
- * Identifying mass offerings from the main account for Parish Secretary who allocates to the relevant clergy.
- * Banking any income for clergy often means leaving the office to bank cheques

Car Park administration –

- * Invoicing the business users of the car park at Holy Cross church along with user contracts and issuing electronic gate fobs for them to have access to their parking spaces.
- * Liaising with the electronic gate supplier in the event of any IT malfunction and general servicing.

General Administration

- Answering the parish telephones on Mondays/Tuesdays and associated message handling. Actioning anything within the role remit.

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| <ul style="list-style-type: none"> • During Parish Secretary's absence dealing wholly with all aspects of administration if required. • Archiving old documentation e.g., cash sheets, invoices etc. for 6 years for tax or audit purposes and disposing of these items safely to facilitate storage for new financial year's documents. • Dealing with sundry issues/problems e.g., insurance claims for damage to parish property or problems with the CCTV if malfunctions occur. Reporting any problems requiring repair to the Property Manager. • Liaising with insurance company, the diocese estates department and loss adjusters on behalf of the parish for insurance claims. • Ordering church supplies in terms of candles, wine, wafers etc. on a quarterly basis to ensure we maximise our discounts and arranging dispatch to the other churches from Holy Cross after delivery. • Ordering of stationery supplies for the parish so we can maximise our discount with the supplier and distribution if required. • Invoicing the Polish Community for use of the facilities at Holy Cross Church according to Diocesan guidelines. • In consultation with the parish team liaised with our telephone providers to supply more technical equipment to enable the office to work from home during the pandemic. • Licensing of all six churches and ensuring the regular reporting to relevant authorities is maintained by the music groups. This is for various levels of activity for CCLI and One License depending on the types of music used. <p>Property portfolio</p> <ul style="list-style-type: none"> • Liaising with estate agents to arrange tenancy/occupancy of these premises. <p>Parish Faith in Action now known as Our Parish Future</p> <ul style="list-style-type: none"> • Processing planned giving arrangements to the parish – the direct debits and standing orders to the relevant banks and producing reports on Excel for the Gift Aid co-ordinators to enable them to calculate any claims to be made. <p>Ad hoc duties and projects</p> <ul style="list-style-type: none"> • Carry out ad hoc duties as requested by your line manager <p>Values</p> <ul style="list-style-type: none"> • To maintain the ethos and values of the Catholic Church and positively promote the work and activities of the Catholic Church. • To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post. |
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| <p>Person Specification</p> <p>(Personal attributes essential to performing role: e.g. skills, competencies, expertise, knowledge, experience.)</p> <p>Competence, expertise & Knowledge e.g.</p> <p>Essential</p> <ul style="list-style-type: none"> * First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement about chasing progress as necessary. * Advanced proficiency in use of Microsoft Office including Word, Excel and Powerpoint. * Understanding of Data Protection legislation. * Excellent interpersonal skills and the confidence to deal with people at every level. * Excellent communication skills both written and verbal * Able to effectively manage a high- volume workload. * Ability to work effectively as part of a team. * Excellent problem -solving skills. * Understanding of and commitment to equality of opportunity and good working relationships. * Able to work on own initiative, organising and prioritising own workload to set deadlines. * An ability to maintain high degree of confidentiality and trust. * Good time keeping. * Positive and flexible approach to work. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of the values and teaching of the Roman Catholic Church. |
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| Date of Completion of Job Description (month and year) | September 2021 |
| Name & Role of Job Description Content Creator | Linda Roberts – Finance Administrator |