

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: Accounts Clerk (Part-time 4 days a week)
DEPARTMENT: Finance
LOCATION: Cathedral House
RESPONSIBLE TO: Finance Manager
ACCOUNTABLE TO: Episcopal Vicar for Finance

OVERALL PURPOSE OF JOB:

To provide effective and efficient support in all aspects of general accounts administration, including accounts payable and accounts receivable tasks.

MAIN RESPONSIBILITIES:

- To check invoices, supplier statements and delivery notes on a daily basis, and to scan/send invoices into the invoice publishing software ready for import into Sage 50.
- To obtain relevant approval to pay invoices and ensure evidence of approval is recorded.
- To code invoices and prepare invoices for payment. Code credit card statements and other payments made by direct debit. Record appropriately on the ledger system.
- To prepare BACS payment runs and import payment file into the electronic banking system. Notify authorisers of payment files ready for approval.
- Send remittances to suppliers.
- To post sales invoices on to Sage 50 ledger system.
- To send out invoices and customer statements on a regular basis
- To monitor accounts receivable balances and follow up outstanding amounts with customers on a regular basis.
- To maintain invoice, receipt and bank statement files in an orderly manner (paper and electronic versions).
- Monitor bank activity to ensure all payments and receipts are recording on a timely basis.
- To deal with all accounts payable/receivable queries and provide general support to other members of the finance team as required.
- Monthly banking
- Ad-hoc tasks that may be needed to be done from time to time

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Accounts Clerk

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
SKILLS AND EXPERIENCE		
Experience of using Sage 50 General Ledger	✓	
Proficient ICT skills with a good working knowledge of Microsoft Office (Word, Excel, PowerPoint) including the ability to create simple formulae.	✓	
Experience of using VLOOKUP functions and pivot tables		✓
Excellent time management with the ability to multitask and prioritise work load	✓	
Excellent written and verbal communication working with internal and external people at all levels	✓	
Shows attention to detail and is able to resolve problems.	✓	
Prior experience of book-keeping	✓	
Able to use initiative and work creatively to resolve issues or suggest improvements.	✓	
Excellent inter-personal and communication skills	✓	
Able to work effectively with a team	✓	
Excellent organizational and planning skills	✓	
KNOWLEDGE		
Good knowledge and understanding of office / financial management responsibilities, systems and procedures.	✓	
Awareness of GDPR and confidentiality	✓	
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	