

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE: **Parish Finance Administrator**

LOCATION: **Southend- The Sacred Heart**

RESPONSIBLE TO: **Parish Priest**

HOURS OF WORK: **6 hours per week**

IMPORTANT RELATIONSHIPS:

- Parish Clergy
- Chair of Parish Finance Committee
- Parishioners
- Chair of Parish Pastoral Council
- Diocesan Staff at Cathedral House
- Staff in other Parishes

MAIN RESPONSIBILITIES:

Financial Accounting

- Update the financial records on a weekly basis, keeping accurate and up-to-date records of incoming and outgoing payments (including stipends, donations etc.).
- Check invoices, and prepare cheque payments for authorisation by Parish Priest.
- Reconcile records with bank statements on a monthly basis
- Prepare Parish financial forecasts, and monitor actual income and expenditure performance against budget on a monthly basis.
- Prepare annual financial return and send to the Diocesan Accountant.
- Monitor utility bills for accuracy and report any marked variance or anomalies
- Maintain accounting records in an orderly and updated fashion
- Perform analysis as required
- Perform general banking duties as necessary
- Maintain petty cash, and keep records of payments out and receipts in

Gift Aid Donation

- Record donations in Gift Aid system including standing order on a weekly basis
- Liaise with new donors and process their gift aid donations in a timely manner
- Maintain Gift Aid Declaration forms and records for Parishioners who wish the Parish to benefit from Gift Aid
- Process annual Gift Aid claim, and submit to the Diocesan Gift Aid Office.
- Respond promptly on any queries from parishioners regarding their donation

October 2025

- Respond to any queries raised on the claim
- Liaise with Diocesan Accountant or Finance Staff as necessary

Other duties

- Answer the telephone and take accurate messages as necessary
- Such other duties as may be required 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.

October 2025

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 – Parish Finance Officer

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
SKILLS AND EXPERIENCE Proficient with Microsoft Excel including linking Excel to accounting systems	✓	
Proficient with Microsoft Word and knowledge of other software packages	✓	
Solid experience in accounting and financial reporting	✓	
Methodical approach to processing information and filing	✓	
Experience of process improvement.	✓	
Knowledge of processes for making Gift Aid claims	✓	
Compliance with data protection	✓	
ATTRIBUTES Absolute integrity, discretion and confidentiality	✓	
Attention to detail	✓	
Creative approach to solving problems	✓	
Excellent interpersonal skills	✓	
Excellent organisation and time management skills	✓	
Reliability and trustworthiness	✓	
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.	✓	