

Down and Connor Diocesan Trust



Ethos and Values required of all Employees

The main objects of the Diocese of Down and Connor ("the Diocese") are the advancement of the Catholic religion in the Catholic Diocese of Down and Connor, and the advancement of any charitable purpose supported by the Catholic Church in any part of the world. While remaining true to its own distinctive ethos, the Diocese places great value on togetherness with Christians of other traditions and those of other faiths and none. The Diocese is committed to the promotion of equality of opportunity. Likewise, bearing in mind its main objects, there may be some circumstances in which the Diocese may rely on lawful exceptions to general principles.

The Diocese requires that all people working within its institutions and agencies, regardless of their faith tradition or perspective, demonstrate the highest standards of respect for the values, teaching and mission of the Catholic Church.

This includes:

Respect for the inherent DIGNITY of every person:

In all activities relating to your work, you will be required to demonstrate high standards of respect and courtesy towards every person with whom you have contact, and to contribute to a collaborative and supportive atmosphere among those with whom you work.

Respect for Teaching and Practice:

Our expectation is that everyone who works for the Diocese:

- will demonstrate high respect for the teaching, practice and religious symbols of the Catholic Church, and act in a manner that is consistent with the values and ethos of the Diocese.
- will adhere to high standards of ethics at all times and be personally active in supporting an ethical and courteous culture among all Diocesan staff.



ROLE PROFILE: PARISH ACCOUNTS OFFICER NEWTOWNARDS PARISH	
Reporting to:	THE PARISH PRIEST
Responsible for:	❖ The Parish Accounts Officer will provide accurate, efficient, and confidential financial support to the Parish Priest and Parish Finance Committee.
Key Performance Measures:	
<ul style="list-style-type: none"> - Feedback from the Parish Priest and Parish Finance Committee; - Compliance with and adherence to relevant legislation and regulatory requirements within the Diocese; - Quality and accuracy of documentation and data completed, and efficiency of processing same to meet deadlines; - Maintaining a professional approach to work at all times; - Projecting a professional and reputable image for the Parish and acting as an ambassador at all times. 	
Detailed Responsibilities of this Role:	
In fulfilling this role, the job holder undertakes the following activities:	
FINANCE AND BOOK-KEEPING DUTIES: Using Parish Accounting Package to include:	<ul style="list-style-type: none"> - Process invoices re Diocesan payments re collections, Diocesan & Non-Diocesan; - Supplier invoicing; - Using Diocesan Lifetime package - Reconciliation of accounts in preparation for the Parish Priest and Finance Committee; - Undertake banking and handle petty cash and other financial procedures accurately; - Co-ordinate and assist with the parish count; - Preparation and printing of 'End of Year' parish accounts to send to Diocesan Finance Department in a timely manner; - Payment and preparation for payment in relation to church maintenance; - Updating of Diocesan Finance Forms when necessary; - Contact with bank and transfers of Solidarity Funds from Diocesan Office; - Responsible for submission of Gift Aid Claim to Finance Office; - Provide support to the pre-School by processing online payments and wages transactions and any other tasks as directed by the Parish Priest.

GENERAL:

- Deal with role related incoming Email communications and respond as required;
- Operate the Parish computer system in the daily task of organising and implementing church business;
- Photocopy documentation as required;
- Sign for deliveries if and when necessary;
- Compliance with and adhering to Diocesan policies and procedures, GDPR and Health & Safety legislation at all times;
- Maintaining confidentiality on matters relating to the Parish and the Diocese of Down and Connor at all times.

JOB DESCRIPTION REVISION:

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the Parish Office. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the Parish Office.

PARISH ACCOUNTS OFFICER NEWTOWNARDS PARISH

PERSON SPECIFICATION

	ESSENTIAL CRITERIA:	DESIRABLE CRITERIA:
ACADEMIC/ VOCATIONAL QUALIFICATIONS/ KNOWLEDGE & EXPERIENCE:	<ol style="list-style-type: none"> 1. At least two years' experience in a similar Accounts/Administrative type role; 2. Experience in the use of office accounting packages and procedures; 3. IT literate in respect of Microsoft Office Software packages (Word, Excel, Powerpoint, Publisher and Outlook); 4. Excellent planning and organising skills; 5. Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times; 6. A general understanding of the social and moral teachings of the Catholic Church; 7. A clear commitment to the work and mission of the Diocese of Down and Connor. 	<ol style="list-style-type: none"> 1. Knowledge of the maintenance and updating of websites.
COMPETENCIES:	<ul style="list-style-type: none"> - An appreciation for the need for sensitivity and confidentiality; - Ability to project a friendly, professional, and helpful attitude, both in person and on the telephone; - Excellent organisational skills, able to prioritise and meet tight deadlines; - Good communication skills; - Ability to work alone, using initiative whilst maintaining discretion and confidentiality at all times; - Ability to work methodically and consistently; - Ability to work well as part of a team. 	
LOCATION:	Parochial House, 71 Upper North Street, Newtownards, Co Down BT23 4JD	
HOURS of WORK:	6 hours per week – 3 hours each Tuesday and Thursday morning.	
REMUNERATION:	£10.50 gross per hour	
ANNUAL LEAVE	32 days per annum which is inclusive of 12 customary holidays. <u>[Pro-rata for part-time employees]</u>	