

## 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.



<b>ROLE TITLE:</b>	<b>DIOCESAN ASSISTANT FINANCE OFFICER</b>
<b>Reporting to:</b>	<b>DIOCESAN FINANCE OFFICER with overall responsibility to the CHIEF OPERATING OFFICER</b>
<b>Responsible for:</b>	<ul style="list-style-type: none"><li>- Providing guidance on financial accuracy, internal controls, and regulatory compliance across the Diocesan Trust Parish network.</li><li>- Working In compliance with the Parish Finance Manual, investigate, examine, and improve operating practices, and financial and risk management processes within our Parishes.</li></ul>
<b>Detailed Responsibilities of this Role:</b>	
<p>In fulfilling this role, the job holder undertakes the following activities including but not limited to:</p> <p><b>Reporting:</b></p> <ol style="list-style-type: none"><li>1. Responsible for the production of the annual Parish Statutory accounts;</li><li>2. Maintaining and up-dating computerised accounts using Sage Line 50;</li><li>3. Carry out job duties on computer accounting systems to include spreadsheets, online databases, and all Diocesan accounting software;</li><li>4. Attend and effectively contribute to all relevant internal and external meetings, ensuring actions, projects deadlines are adhered to and completed;</li></ol> <p><b>Parish Training/Support:</b></p> <ol style="list-style-type: none"><li>5. Development of an Internal Audit Programme across the Parish Network within the Diocesan Trust, to ensure an effective, efficient Internal Parish Audit service provision;</li><li>6. Produce an internal audit delivery plan to be agreed with the Chief Operating Officer;</li><li>7. Carry out audits in line with the Diocesan Trust audit scope and delivery plan to the required quality standards, in line with the Parish Finance Manual and other regulatory requirements;</li><li>8. Deliver training, guidance and support to Parish Priests/Secretaries and Accounting Staff in the effective and efficient use of the Diocesan Lifetime Accounting package, to include Gift Aid, and Listed Building VAT Reclaim, so as to ensure compliance with Parish Guidelines, both in-person at the Parish and via Microsoft Teams;</li><li>9. Arrange and conduct audit meetings across the Parish network, both in-person and via Microsoft Teams;</li><li>10. Recommend corrective actions to prevent the re-occurrence of non-compliance, and agree audit actions and achievable timebound targets for completion by the Parish;</li><li>11. Produce and provide a concise report to the Parish incorporating a corrective action plan;</li></ol>	

12. Monitor to ensure that corrective actions are implemented and that appropriate procedures are being followed;
13. Effectively communicate audit findings and recommendations to Diocesan Senior Management, both orally and in written reports;
14. Collaborate with Diocesan Finance and Parish staff for the purposes of reporting, responding to queries and information gathering;
15. Attend and participate in a variety of meetings for the purpose of conveying and gathering information required to enable performance of the audit function;
16. Support the Parish network by researching discrepancies in financial information and/or documentation, for the purpose of reaching resolution, ensuring accuracy of data and compliance with Parish financial regulations;
17. Support the Diocese and Parish network in implementing best practice processes and procedures;
18. Identify risk and implication areas across the Parish network for discussion with the Senior Finance team;
19. Support the Chief Operating Officer in reviewing audit plans for continuous improvement;
20. Produce and submit a full audit report on each Parish audit undertaken;
21. Interact with colleagues and clergy at all levels and efficiently communicate progress on on-going projects.
22. Direct and signpost Clergy and Line Manager to the appropriate source for issues outside the remit of the role;

**General responsibilities:**

23. Develop and establish effective working relationships with Clergy and Staff across the Diocesan network of offices and parishes;
24. Comply with all Diocesan Trust frameworks, policies, and procedures, including but not limited to those relating to legal requirements such as equality, Health and Safety and GDPR;
25. Keep up to date with the latest audit standards, procedures, and regulations;
26. Maintaining confidentiality on matters relating to the Diocese of Down and Connor and its Parishes 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 the role. 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 Finance Office.

**DIOCESAN ASSISTANT FINANCE OFFICER**  
**DOWN and CONNOR DIOCESAN TRUST (FINANCE OFFICE)**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>
<b>ESSENTIAL CRITERIA:</b>  <b>QUALIFICATIONS, RELATED EXPERIENCE AND KNOWLEDGE</b>	<ol style="list-style-type: none"> <li>1. Possess <b>one</b> of the following qualifications:               <ol style="list-style-type: none"> <li>a. Professional Accountancy full qualification (Chartered or Certified); <b>or</b></li> <li>b. Professional Accountancy part qualified; <b>or</b></li> <li>c. Certified Internal Audit (CIA), Global Institute of Internal Auditors; <b>or</b></li> <li>d. Diploma in Internal Audit (PIIA), Chartered Institute of Internal Auditors;</li> </ol> </li> <li>2. Have at least 2 years relevant experience within the past 5 years of undertaking accounting or internal audit assignments;</li> <li>3. Proficient in MS Office, Advanced Excel Skills;</li> <li>4. Exceptional time management/organisational skills with the ability to multitask and meet tight deadlines;</li> <li>5. Excellent written and verbal communication skills;</li> <li>6. A level of confidence that will enable you to communicate at all levels;</li> <li>7. A clear commitment to the work and mission of the Diocese of Down and Connor;</li> <li>8. Full clean driving license or access to a means of transport to facilitate the carrying out of the full responsibilities of this role.</li> </ol>
<b>KEY BEHAVIOURS:</b>	<ul style="list-style-type: none"> <li>- An appreciation of the need for sensitivity and confidentiality;</li> <li>- Ability to work on your own and as part of a team;</li> <li>- Excellent time management and organisational skills;</li> <li>- A strong ability to multi-task;</li> <li>- Enthusiastic and motivated team player;</li> <li>- Proactive and uses own initiative;</li> <li>- Ability to take direction;</li> <li>- Excellent inter-personal skills;</li> <li>- Problem solving;</li> <li>- Maintain a flexible approach to delivery in line with the needs of the office.</li> </ul>
<b>LOCATION:</b>	<b>This is a Hybrid role, which will be based at the Curia Office, 75 Somerton Road, Belfast, BT15 4DE, but will also be required to work across the Parish Network along with an element of Home-working.</b>
<b>HOURS of WORK:</b>	<b>35 HOURS PER WEEK</b>
<b>SALARY:</b>	<b>£25,000 - £35,000 gross per annum [salary will be commensurate upon qualifications and experience].</b>
<b>ANNUAL LEAVE:</b>	<b>32 days per annum which is inclusive of 12 customary holidays [Pro-rata for part time employees].</b>