

## JOB DESCRIPTION

### Diocesan Objectives

*Canterbury Diocese is committed to 3 key overriding objectives of*

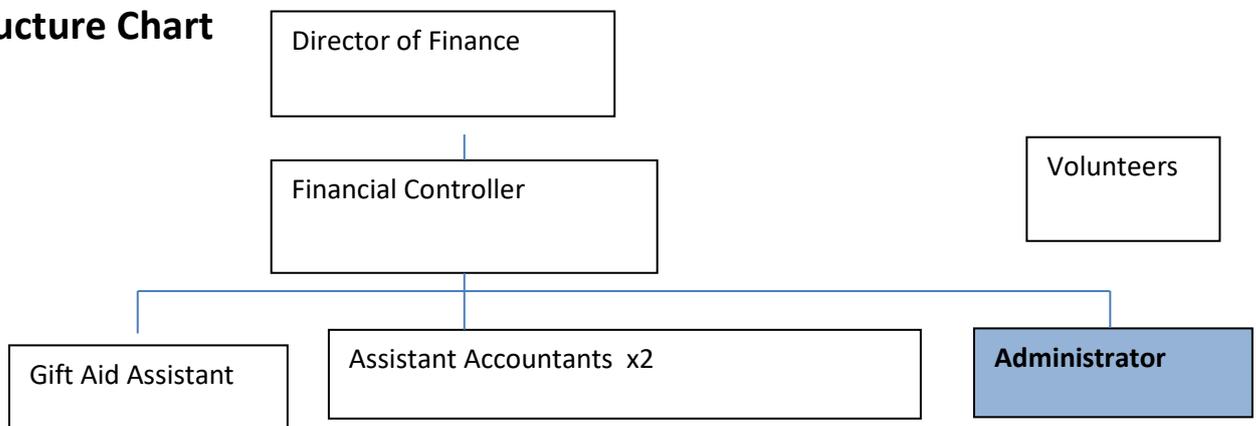
- ❖ *Growth both spiritual and numerical;*
- ❖ *Reimagining ministry and*
- ❖ *Building strategic partnerships with our communities*

*The diocesan structure is built around frameworks which focus on these key objectives and our strategic priorities are set for this purpose. Through our structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ*

<b>Job Title</b>	<b>Finance Team Administrator</b>
<b>Grade</b>	<b>4 £16, 660 per annum</b>
<b>Hours</b>	<b>35</b>
<b>Team</b>	<b>Finance</b>
<b>Reports to</b>	<b>Financial Controller</b>

**Job Location** Diocesan House, Lady Woottons Green, Canterbury

### Structure Chart



## Main Duties

To input transactions on the sales ledger and purchase ledger ensuring codes provided are correct

To undertake filing and investigate options for electronic filing

To act as the first point of contact for the team opening and dealing with post, answering low level queries and receiving “parishsupport@diocant.org” email queries sharing standard templates and standard returns. Referring to the Assistant Accountants or Financial Controller as appropriate.

To maintain a list and network of experienced parish treasurers to share with others in order to signpost others to experienced treasurers

To enter cheques received on a spreadsheet and bank them weekly

To ensure the internal recharges of postage and photocopying

To support the Assistant Accountants with their administration

To support with the chasing of outstanding monies via standard email/letter

To take notes as requested at the Finance and Assets Committee of Archbishop’s Council

To provide gift aid data entry support

## Person Specification

<b>Qualifications/Education required</b>	<ul style="list-style-type: none"> <li>• Good standard of education in particular GCSE in Maths</li> <li>• Knowledge of Microsoft Office programmes in particular Excel is essential</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• To be able to maintain accuracy and attention to detail whilst dealing with high volumes</li> <li>• Well organised with the ability to prioritise</li> <li>• Ability to communicate effectively to finance team members, other colleagues in Diocesan House and in the diocese overall</li> <li>• Ability to interrogate and work with financial data on a computer</li> </ul>
<b>Experience required</b>	<ul style="list-style-type: none"> <li>• Understanding of using financial databases and spreadsheets</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of the gift aid process is desirable but training will be provided</li> </ul>
<b>Aptitudes &amp; personal qualities required</b>	<ul style="list-style-type: none"> <li>• Initiative</li> <li>• A positive attitude and strong work ethic that is keen to learn and explore new ideas</li> <li>• An empathy with and support for the work of the Diocese is essential</li> </ul>

<b>Agreed by job holder</b>	
<b>Date</b>	
<b>Authorised by</b>	
<b>Date</b>	
<b>Review date</b>	

### ***Diversity***

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

**If required by the post, the Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.**

**The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.**

**The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.**



The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

*The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*