



DIOCESE OF **Hexham & Newcastle**



Application Pack
Parish Finance Officer
February 2026

A Warm Welcome from our Head of Finance

Thank you for your interest in the role of Parish Finance Officer within the Finance Department in the Diocese of Hexham and Newcastle. We are delighted that you are considering joining us.

The Finance Department of the Diocese of Hexham and Newcastle serves in the management of Diocesan assets for the purposes of its charitable objects. The primary role of the Parish Finance Officer is to enable the Parishes and Finance Team to ensure the Parishes comply with our policies, processes and procedures in financial accounting. The role is pivotal to supporting our Clergy, Parish Secretaries and Volunteers to provide a seamless and proficient service throughout the Diocese.

The position presents a unique opportunity to make a meaningful contribution within the Finance Team, and as such the successful candidate will assist in maintaining financial transparency, accountability and sustainability, while fostering a culture of responsible fiscal stewardship within the Diocesan community. You will join a team committed to working collaboratively for the common good, and your work will help create the conditions in which Parishes feel encouraged and confident.

We are looking for a motivated, part-qualified finance professional who shares our commitment for stewardship, integrity and strong ethical standards. In return, we offer the opportunity to work in a supportive and purpose-driven environment.

We hope this Applicant Pack provides the information you need to make an informed decision about applying. If you feel your experience and expertise match this role, then we would warmly welcome your application.

With every good wish,

Beverley Warrington

Head of Finance
Diocese of Hexham and Newcastle

Introducing our Finance Manager

Hi, I'm Aimee, the Finance Manager for the Diocese of Hexham and Newcastle.

My role is both meaningful and rewarding for several and more reasons, not least that 2026 is set to be a truly exciting year for my team and I as we develop and embed a new operating system.

As a key player rolling out this project, I am energised and undoubtedly committed to contributing to the implementation of our new finance system – Business Central, and to welcoming the successful candidate to the project team as we move to the next phase of effecting and updating our technology, processes and procedures.

If you are seeking a position in which your professional expertise and leadership can contribute to a greater purpose and where you'll be encouraged, supported, and empowered to effect meaningful change, I strongly encourage you to apply.

Lastly, on behalf of Beverley and our Finance colleagues, I look forward to hearing from Annie that you have applied.

Kind regards,

Aimee

Finance Manager
Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales. With an area of 3,195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south.

In 2025 five Deanery Areas were established consisting of 129 separate Parish communities, grouped together into 18 Partnerships. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Our Values

Our Values are very important to us, guiding our work and our actions, whilst our Culture Canvas provides us with a framework to which we are all committed enabling delivery on our Vision and our Values.

Integrity

Compassion

Respect

Trust

Service

Our Vision

We commit to:

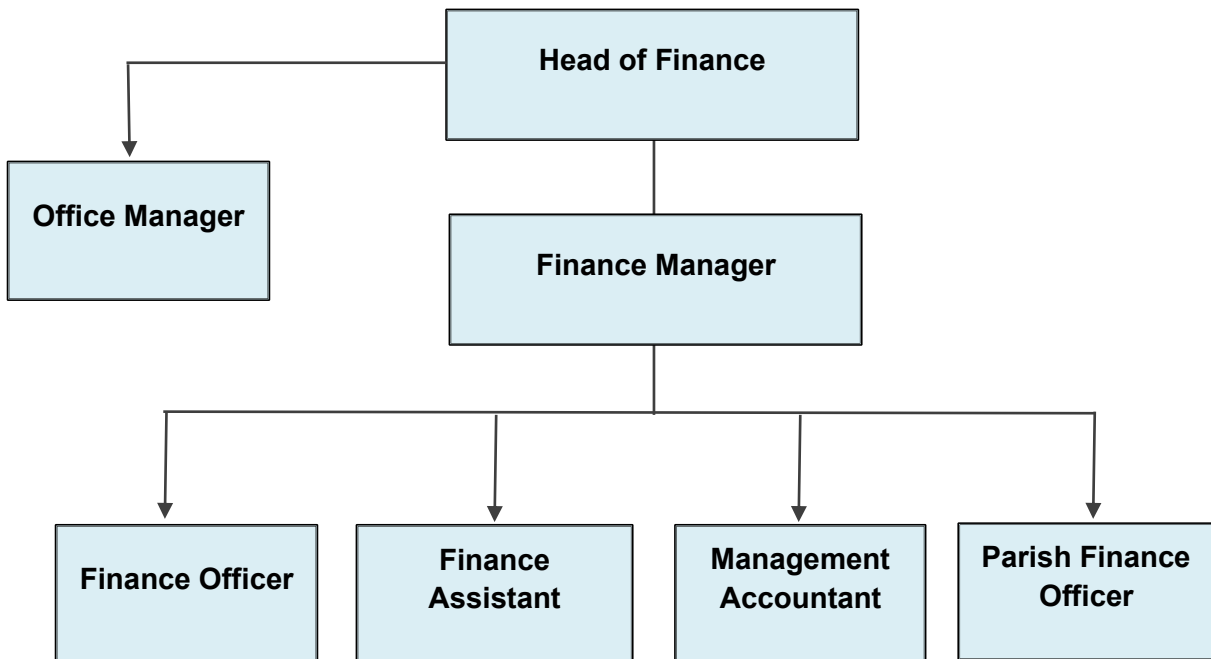
Walk with Jesus and Enable Others to Encounter Him.

Grow as One Diocesan Family

Forming and Developing People for Mission.

Living Justly and Caring for Our Common Home

Finance Team Structure



Job Description

Job Title	Parish Finance Officer
Employer	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location	Finance Department St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY
Reporting to	Finance Manager
Lateral Responsibilities	Chief Operating Officer Head of Finance Parish Finance Committees
Key Stakeholders	Clergy Parish Secretaries Finance Volunteers Technology Manager
Salary	£43,000 to £45,000 per annum

Scope and General Purpose

- (I) To provide financial guidance, training and support to Parish Clergy, employees and volunteers
- (II) To collaborate with Clergy, employees and volunteers within the Diocese to foster strong relationships and facilitate the efficient flow of financial information
- (III) To develop, implement and monitor internal controls to safeguard Diocesan assets and manage parish funds, conducting regular internal audits and health checks to ensure all parish income is used in line with the Diocesan Policies and Procedures and Charitable Objectives
- (IV) To work closely with the Finance Manager to ensure that all records, budgets and financial transactions and decisions support our ethos and strategic fiscal framework
- (V) To assist the Finance Team on purchase and sales ledgers when required.
- (VI) To align the objectives of the Diocesan Finance Department with the Diocesan Vision and Values
- (VII) To work closely with the Finance Manager and Management Accountant to create reports within the new financial accounting system

Core Competencies

Budgeting	Problem Solving	Accountability
Analytical Thinking	Forecasting	Financial Awareness
Decision Making	Project Management	Adept
Planning and Organising	Customer Focus	

Behaviours

You will be the kind of person who acts with fidelity, who is honest and has high ethical standards. With a can do, will do attitude, you lead by example coaching our key stakeholders to achieve the best possible outcomes for the team, our parishes, employees and volunteers. Committed to continuous improvement, your attitude is proactive, articulate, reliable and principled.

Compassionate	Honest	Reliable
Flexible	Approachable	Dedicated
Professional	Confidential	Respectful
Articulate	Ethical	Sense of Humour
Logical	Compliant	Discerning
Observant	Intuitive	Proactive

Key Responsibilities

1. Parish Business Partnering

To work with Parish Clergy, employees and volunteers to document and deliver training, guidance and support on Parish financial systems and processes, incorporating best practice into training delivery.

- To assist the Finance Team in addressing and resolving Parish-related queries and other tasks.
- To partner with the Management Accountant to produce regular Parish Management Accounts.
- To work with the parishes to effectively manage the parish budgets and finances, including but not limited to monitoring spend to ensure fiscal prudence and stewardship.

2. Project Management

- To produce a self-guided training system, including the creation of comprehensive Parish Finance Handbook, which includes a process flow chart, FAQ, quick how to guide for completing certain accounting tasks on OPAS to create efficiencies of automation in processes and procedures.
- To work closely with the Finance Manager and Management Accountant to create reports within the new financial accounting system that enables accurate and comprehensive reporting, including the consolidation of Parish information, restricted accounting and Key Performance Indicators.
- To work with the Finance Manager and Technology Project Team on the installation and rollout of the new finance system, ensuring the accurate transfer of data.
- To ensure all project work assigned is professionally organised and delivered using project briefs, project actions plans, timelines and financial templates.
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3. Parish Health Checks and Guidance

- To implement a system of reviews of Parish financial health, to assess areas of training, ensuring the protection of Diocesan and Parish assets.
- To support Parish Clergy and their Finance Committees with guidance and direction in financial decision-making.

4. Customer Focus and Relationship Building

- To ensure you share your financial expertise during meetings and knowledge exchange with Diocesan colleagues and all other stakeholders.

- To work seamlessly and collaboratively across curial departments, Parishes and with external stakeholders.
- To be one of the links between the Finance team and the parishes within the Diocese of Hexham and Newcastle to ensure the efficient flow of financial information.
- To ensure stakeholder engagement in accordance with the Diocesan Culture Canvas
- To assist the team in addressing Parish related queries, including responding to e-mails and phone calls in a timely and professional manner.

5. Team

- To attend team meetings, other Diocesan communication meetings, and Culture Canvas Learning and Development activities.
- To demonstrate the Diocesan values of trust, integrity, compassion, respect and service.
- To identify all and any risks, ensuring these are dealt with in a timely manner during 1-2-1s with the Finance Manager.

Person Specification

ESSENTIAL	DESIRABLE
Part qualified CCAB, ACCA or CIMA or country equivalent.	Evidence of CPD. Other supportive certificates within finance, payroll, or vocational developmental courses.
Basic level of business management with practical experience of working with multiple stakeholders.	5+ years of practical knowledge and experience gained in a multi-site operation.
Excellent IT skills, including Microsoft Office Suite	Implementation of new financial systems in a workplace.
Use of accounting packages such as Business Central, SAGE, Xero or other.	
Excellent financial administrative processes, including working with databases.	Project management in a multi-site and multi-faceted organisation. Experience forming part of a project team rolling out a new system or procedure
Experience of: Profit and loss balance sheets Management Accounts Analysing information Financial Reports Reviewing systems and controls	Knowledge and experience in charity financial principles.
Strong numerical skills. Experience conducting departmental financial reviews/Audits.	Knowledge of risk management.
Good written and verbal communication skills.	Use of quality assurance processes.
Ability to work independently and manage own workload	

ESSENTIAL	DESIRABLE
Structured and systematic. Process and compliance driven.	Design and monitoring of control procedures Problem solving
Ability to work under pressure to meet specified deadlines.	
Compliance with HMRC and other regulatory bodies.	Knowledge of compliance, including Data Protection and GDPR.
Ability to present to others.	Experience developing a finance handbook and a how-to guide. Developing training manuals and models. Undertaking 1-2-1 or small group training.
Accurate Analytical Accountable Empathetic Proactive Professional Resilient Trustworthy Flexible	
Empathetic and supportive of the Catholic faith.	
Available for 18 months FTC. Has the right to live and work in the UK.	
Evidence of compatibility with the Diocesan Values of Trust, Integrity, Compassion, Service, Respect	
Full and clean driving license and access to a car	Business Cover Car Insurance

The Job Holder is required to be supportive of and sympathetic to the Catholic faith.

How to apply for the Role of Parish Finance Manager

On behalf of Beverley and Aimee, I'd like to extend my own personal welcome and to thank you for requesting the Applicant Pack for our role of Parish Finance Manager.

As the Head of Human Resources for the Diocese of Hexham and Newcastle I am delighted to be supporting my colleagues Beverley and Aimee to recruit for this exciting position within the Finance Team at St Cuthbert's House.



I believe this is an exciting and unique time to be joining the Diocese. With approval to go ahead with the implementation of a new finance system, you'll be at the forefront supporting the roll out to our Parishes. I couldn't think of a better 'project' to be involved in, because you'll gain valuable knowledge and experience from this process.

We are exceptionally passionate about equality of opportunity, diversity and inclusion and as such anyone whether disabled or neurodiverse; we will make reasonable adjustments and in doing so, if you need to submit your application in another format, please contact annie.leaver@diocesehn.org.uk

Lastly on behalf of Beverley, Aimee and the Finance Team, I look forward to receiving your application.

Best wishes and warm regards,

Annie

Application Process

- (i). We would like you to write a Personal Statement detailing how and why your experience meets the essential criteria of the Person Specification. We'd equally like to see demonstrative workplace or volunteering examples set against the core competencies in the Job Description and our Diocesan Values. Finally, you should tell us why you want to join us for 18 months working within in the Finance Team and the Diocese of Hexham and Newcastle. Forming part of the Application Form, your statement should be no more than two pages or 1000 words.
- (ii). The completion of our Diocesan Application Form.
You may attach a current Curriculum Vitae (CV) of no more than three pages. However, you must complete every section of the Application Form and as such you may not say in any part of the Application Form: 'Refer to CV'. Incomplete Application Forms will be disregarded.
- (iii). Details of two people we may approach for professional references, one of which must be your current or most recent employer. You can submit this on a separate sheet. The Diocese will only contact referees if an offer of employment is made by us.
- (iv). Applications should be sent by post or emailed to annie.leaver@diocesehn.org.uk or posted to Annie Leaver, Head of Human Resources, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.
- (v). The closing date for applications is Wednesday 4th March 2026
applications received after this time cannot be accepted. In addition, we reserve the right to close this vacancy early and should we do this the advert will be removed from all job boards.

(vi.) If you would like to discuss the role, please contact

aimee.findlay@diocesehn.org.uk or

beverley.warrington@diocesehn.org.uk

Shortlisting

Shortlisting for the position will be completed on 11th March 2026

Candidates will be notified by 12th March 2026 if they have been shortlisted.

Interview Date

Interviews will take place on Tuesday 17th March 2026.

Interview Information

There will be an exercise, potentially a presentation, and a competency-based panel interview with no less than 3 and no more than 5 panel members present.

Important Information

The successful candidate must:

- (i) Be available for the entire 18 month Fixed Term Contractual Agreement.
- (ii) Return two acceptable references one of which must be professional. A second can be a character reference providing this is a person of good character or profession such as a GP, Solicitor, Magistrate, Governor or Trustee.
- (iii) Evidence their right to work in the UK for the duration of the Fixed Term Contract not exceeding a period of 18 Months.
- (iv) Complete a mandatory Level III safeguarding training which the Diocese provides.
- (v) Return a satisfactory Enhanced Disclosure by the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

This post may be subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment, but you must declare this in

writing at the appropriate stage during the recruitment process. Further information can be found on this website.

https://assets.publishing.service.gov.uk/media/653f7e52d10f3500139a6b20/30102023_Guidance_on_the_Rehabilitation_of_Offenders_Act_1974_and_The_Exceptions_Order_1975.pdf

- (vii) General Data Protection Regulations (GDPR) 2018. We undertake to destroy by a secure and confidential manner all applications which are not shortlisted. For candidates who are shortlisted and interview we will ask whether you wish your details to be destroyed or held for six months before being expunged by confidential means in accordance with GDPR 2018. Our candidate privacy notice is available on our website.

