



DIOCESE OF **Hexham & Newcastle**

Parish Finance Officer

Two Year Fixed Term Contract



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. There are 156 schools serving 54,000 pupils and their families. 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.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

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 embed changing processes and policies, to train Parish personnel in the use of OPAS (online parish accounting system) for both Gift Aid and accounts, and to help Clergy and Parish staff and volunteers to become proficient in the day-to-day management of Parish finances. This role is crucial for maintaining financial transparency, accountability and sustainability, while fostering a culture of responsible fiscal stewardship within the Diocesan community.



PARISH FINANCE OFFICER

Job Description

Duties and Responsibilities

- Provide financial guidance, training, and support to Parish Clergy, employees and volunteers
- Collaborate with Clergy, employees and volunteers within the wider Diocese to build strong relationships and aid the flow of financial communication
- Support the Parishes with Gift Aid administration
- Provide support to the Finance Team in answering Parish queries
- Develop, implement and monitor internal controls to safeguard Diocesan assets, including regular internal audits and health checks

The post-holder must be conscientious and loyal to the Mission, aims and objectives of the Diocese, always having regard to its Catholic character

Personal Specification

Essential Criteria

- Part CCAB qualified, or Level 4 AAT qualified with significant experience
- Demonstrable experience of collaborating with non-financial personnel, including volunteers
- Demonstrable experience of producing accounts to Trial Balance
- Experience of departmental financial health checks and process reviews
- Excellent IT skills
- Excellent verbal and written communication skills, including the ability to explain financial information to non-financial stakeholders
- Excellent Interpersonal skills
- Effective team working and collaboration skills
- Ability to work to deadlines with accuracy and attention to detail
- Ability to act and operate independently with minimal daily direction from the line manager to accomplish objectives



- Ability to work collaboratively with all stakeholders, key to which are Clergy, employees, volunteers and external agencies
- Strong analytical and problem-solving skills to address financial challenges effectively
- Ability to adapt to the unique needs and challenges of a faith-based organisation
- High ethical standards and a commitment to honesty and transparency in financial management
- A full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK
- Flexibility to attend meetings and events outside regular working hours
- Commitment to continuous professional development and staying updated on financial regulations and best practices
- Knowledge of and commitment to Diocesan safeguarding policies and procedures

Desirable Criteria

- Experience of accounting for investments
- Experience of mentoring and/or training
- Knowledge of accounting for Gift Aid
- Experience of working in a not-for-profit organisation
- Experience of working with parish finances
- Knowledge of parish finance

Pay and Conditions

Salary

£42,549 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Two year fixed-term contract – subject to satisfactory probationary period

Hours of work: Full-time, generally 8.30am to 4.30pm. Hybrid working is available

Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY



Benefits

- 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

Application Process

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Kelly Davis, Finance Manager, by email kelly.davis@diocesehn.org.uk or telephone 0191 2433300. For further information on the Diocese of Hexham and Newcastle and the Department for Finance visit www.diocesehn.org.uk

Closing date for applications: 13 August

Other information

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training



Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviors and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

Company Limited by Guarantee Company Number
7732977



Better Health
at Work Award
Bronze Award

