



DIOCESE OF **Hexham & Newcastle**

Finance Assistant

**St Paul, Cramlington and St John
the Baptist, Annitsford**



Candidate Pack

ABOUT THE DIOCESE

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. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is currently under the leadership of Archbishop Malcolm McMahon, Apostolic Administrator and Archbishop of Liverpool, and Canon Peter Leighton, Diocesan Administrator and Vicar General.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion

JOB DESCRIPTION

To support the Parish Priest and Finance Committees to maintain effective financial systems.

Duties and Responsibilities

- Pay invoices and other expenditure and file all related documents
- Maintain book-keeping records on a weekly basis
- Update of the Online Parish Accounting System (OPAS)
- Monitor financial transactions against the bank statements
- Maintain Cash Book
- Reconcile Commercial Card statements
- Negotiate maintenance and utility contracts and provide meter readings as required
- Maintain the Gift Aid Scheme, fulfilling all record keeping and returns

Post-holder must be conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.



PERSONAL SPECIFICATION

You must have:

- experience in general office and administrative procedures
- excellent and up-to-date IT skills
- bookkeeping experience
- a good level of general education, including GCSE A*-C/L5+ in English and Maths or equivalent
- a good grasp of English grammar, accuracy and a high level of attention to detail
- good interpersonal and communication skills with the ability to build good relationships with all associates
- good organisational skills
- a high level of confidentiality and integrity
- a good sense of responsibility, be self motivated with the ability to work independently with minimum supervision

PAY AND CONDITIONS

What will we offer you?

- Salary: £3,042 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Part-time – 5 hours per week, times to be negotiated at interview
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year excluding statutory holidays FTE (36 hours pro rata including statutory holidays)
- Cycle to Work Scheme
- On-site parking
- Location: St Paul, Dewley, Cramlington, NE23 6EF



APPLICATION PROCESS

To apply, please send:

- A CV and 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
- Please include the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk

Deadline for applications: 18 June 2023

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 behaviours 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

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