



DIOCESE OF **Hexham & Newcastle**

Finance Assistant



St Paul, Cramlington

and

St John the Baptist, Annitsford

Applicant Pack

INTRODUCTION

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 Mission Commitments

Commitment 1: Walking with Jesus and enabling encounters with Him.

Commitment 2: Living Justly and Caring for Our Common Home.

Commitment 3: Growing as One Diocesan Family.

Commitment 4: Being formed by Christ for Mission

Our Objectives

The Diocese will ensure the:

Dynamic growth and renewal of the Church through our Partnerships

Building of God's Kingdom in community and public life

Sustainability and resourcing of the Diocesan Mission and Ministry



Finance Assistant

Job Description

Job Purpose

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
- Undertake other reasonable duties by request of the parish priest

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

Essential Criteria

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
- Strong organisational skills
- A high level of confidentiality and integrity, as well as a good sense of responsibility
- Be self-motivated with the ability to work independently with minimum supervision
- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- The ability to work with volunteers in a supportive and encouraging manner

It will be good, but not essential, if you also have:

- A willingness and availability to work flexible hours when required



APPLICATION PROCESS

To apply, please:

- Complete the application form and a supporting statement and send these to human.resources@diocesehn.org.uk
- Information on the supporting statement can be found on the application form.

Deadline for applications: **Friday 28th August 2026**

PAY AND CONDITIONS

What we will offer you

- Salary: £3,653 per annum 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.
- Working pattern: Some flexibility, to be negotiated at interview.
- Permanent contract subject to 6 months probationary period

Location

St Paul, Dewley, Cramlington, NE23 6EF and St John the Baptist, Annitsford, Cramlington, NE23 7QR.

Benefits

- Holidays: 28 days holiday per year plus statutory holidays (pro-rata for part time)
- Health and wellbeing support
- Cycle to Work Scheme

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 the information you give us for longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

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**Better Health
at Work Award**
Gold Award

