**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Finance Assistant |
| **LINE MANAGER** | Financial Accountant |
| **SALARY** | £24,576 per annum |
| **HOURS** | 35 hours |
| **DURATION** | This is a permanent contract for a full-time role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| To provide finance operational support to the church and its mission in the Diocese of Bristol.  This post may occasionally require some evening or weekend work for which reasonable time off in lieu will be permitted. |

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| **KEY RELATIONSHIPS** |
| * Finance Team * Diocesan officers * Parish Officers * Suppliers |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| **Income and Expenditure**  Responsibility for the accurate recording of income and expenditure including:   * To accurately enter details of cheques, bank receipts and payments onto the accounting system on a daily basis and to prepare the banking of cheques received. * To enter sales invoices onto the accounting system on a timely basis, to ensure that the accounting system is up to date. * To prepare journals for quarterly investment income and post to the various reporting entities. * To ensure that paperwork is received from departments for recurring entries (e.g. direct debts), chasing as appropriate. * To update the Property department on a weekly basis on Rent received in the Bank Accounts from tenants. * To enter petty cash transactions onto the accounting system. * To ensure that all transactions are posted with the correct VAT treatment. |
| **Supplier Payments**  Assist the fortnightly payment runs including:   * To check all payment requests, submitted for payment by departments are correct and complete with appropriate authorisation. * To upload/assist in uploading all transactions, including invoices via the Capture system, onto the accounting system in readiness for authorisation by approved signatories and payment by BACS. * To assist the Financial Accountant on payment authorisation and to liaise with approved signatories to ensure that payment runs are signed and sent, on a routine fortnightly basis. * To process payment schedules for monthly miscellaneous payments. * Able to take the initiative to investigate and respond to queries from suppliers or payees on a timely basis. * Responsibility for ensuring that changes to supplier records are scrutinised and verified, as required. |
| **Bank Accounts**   * Responsibility for completion of daily bank reconciliations on the DBF’s main bank account. * Assistance with completion of weekly Educational Foundation and Clerical Society monthly/quarterly bank reconciliations of other DBF bank accounts. |
| **Cash Flow**   * Assist with preparing periodic cash flow forecasts through liaison with other departments and Finance colleagues to gather information of cash requirements for review and approval by the Director of Finance and others. |
| **VAT Returns**   * To assist the Financial Accountant with the review and preparation of the quarterly VAT returns as required. |
| **Month end and Management Reports**   * Responsibility for ensuring that all transactions are processed and reconciled in line with the monthly management accounts timetable. * To assist with review, investigation and adjustment of figures for the accounts preparation as required. |
| **Other Finance Duties**   * Responsibility for the diligent filing and archiving of records. * Responsibility for the accurate documentation of finance systems and processes * To identify, recommend and test improvements to the systems and processes to enhance efficiencies * To sort the Finance Team’s post on a daily basis and distribute as appropriate. * To support the routine tasks of the Finance Team such as banking or encashment of cheques as required. * To undertake other ad hoc tasks determined by the Director of Finance and Financial Accountant on a periodic basis. * To provide cover and back up for other members of the Finance Team as required. |

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| **FINANCE ASSISTANT PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Experience of working in a busy finance transactional department * Experience of performing bank reconciliations with confidence * Experience of using accounting software with confidence * Experience in documenting systems and processes accurately and concisely * Experience in implementing system enhancements | * Experience of working for a charitable organisation * Experience of basic financial controls (e.g. bank reconciliations etc) |
| Education/ Qualifications | * AAT Level 3 (or equivalent experience) |  |
| Skills/ Ability | * Good knowledge of Excel and confidence in using formulae * Good all-round Microsoft Office skills * A self-starter with a problem-solving attitude * Able to investigate queries and perform ad hoc reconciliations * Able to explain financial matters to non-financial colleagues * Able to take responsibility for the accuracy of the finance data. * Good written and oral communication skills * Good telephone manner |  |
| Personal | * Fully supportive of the Christian objectives and ethos of the Diocese of Bristol * Good interpersonal skills with the ability to communicate with staff and customer at all levels * A general willingness to be one of a team, to challenge current practice, not for its own sake, but to make best use of working hours * Ability to maintain speed and accuracy * Ability to work as part of a team as well as on own initiative * Ability to work under pressure and to deadlines * A desire to learn and apply the learning * Ability to work within a busy open plan office environment. * Maintain a positive attitude | * To be willing to undertake travel as required. |

**Date:** 11/12/2024