

## Job Description

**EMPLOYER:** The London Diocesan Fund

**JOB TITLE:** Parish Bookkeeper

**RESPONSIBLE TO:** Head of Finance

*Note:* This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

## Overview

The Church of England Diocese of London comprises of 400+ parishes north of the River Thames and within the M25 motorway.

The Finance team enables the missional objectives of the London Diocesan Fund (LDF), parishes, archdeacons and bishops through delivery of effective financial reporting and efficient processing of financial transactions. We contribute to the work of the parishes by providing support, advice and training to parishes on a wide range of financial issues, both in technical areas such as bookkeeping and gift aid and support generous giving and stewardship.

## Job summary

The successful applicant will provide bookkeeping support to parishes across the Diocese of London which have been selected to take part in a new eighteen-month pilot scheme. In particular you will provide bookkeeping in the form of data entry, monthly report production and production of end of year statutory financial statements for up to twelve parishes. You may also be asked to provide short-term bookkeeping support and advice to parishes which are not part of the scheme. You will work closely with a team of Parish Finance Advisers who are responsible for the wider financial care of the parishes involved in the scheme.

## Main Responsibilities

- 1) The job holder will have principal responsibility for providing bookkeeping for up to twelve parishes which have been selected to participate in an eighteen-month scheme. The purpose of the scheme is to provide in-house [LDF] bookkeeping for selected parishes.

- 2) Bookkeeping provision will primarily be in the form of entering transactions into an online bookkeeping program and providing monthly financial reports and end of year statutory financial statements.
- 3) This is a new scheme therefore the role holder will also need to support parishes in joining the scheme. As part of this, the role holder will be required to consider process improvements in this area and implement them accordingly.
- 4) The role holder will be given a suggested timeline for the completion of the above and, within that, will be expected to manage their own work to ensure that bookkeeping for parishes already on the scheme and the entry of new parishes are both being adequately and efficiently completed.
- 5) The role holder will be required to visit each parish as they join the scheme. Further visits may be required but it is expected that the majority of the work will take place at London Diocesan house.
- 6) The role holder may be asked to provide support to other parishes not in the scheme, in the form of short-term practical bookkeeping support or advice.
- 7) Should any parishes leave the scheme the role holder will support them in taking on management of their own bookkeeping.
- 8) The role holder will work closely with the team of Area Finance Advisers who provide care and support for all parishes within the Diocese of London.
- 9) The role holder will be line managed by the Head of Finance.
- 10) The role holder may be required to undertake any other duties that are commensurate with the role.

## Person Specification

### Experience, knowledge, training and qualifications

#### Essential

- *Have a sensitivity to, and an understanding of, the role of the Church of England in London*
- *Experience as a bookkeeper*
- *An understanding of fund accounting (NB: accounting qualifications are not a requirement)*
- *Effective manager of working relationships*

#### Desirable

- *Have an understanding of the institution, ethos and mission of the Church of England, including an appreciation of the roles of key office holders (e.g. ordained clergy, lay parish leadership, Archdeacons, Area Deans, Area Bishops, Diocesan Bishop and lay ministers)*
- *Experience of financial administration of a church or charitable organisation*
- *Experience of using bookkeeping software*

### Aptitudes and abilities

#### Essential

- *Service focused – seeking to serve*

- *Strong interpersonal skills – a “people” person and team player*
- *Numerate and financially astute – comfortable working with financial data*
- *Computer literate – experience of Microsoft Office essential*
- *Dedicated, driven and committed – takes a pride in their job*
- *Pro-active and innovative – wants to do things better*
- *Plans own work effectively*
- *Problem solver and enquirer – keen to question and resolve*
- *Attention to detail – accurate and efficient*
- *Deadline focused – gets the job done on time*
- *Quality – not satisfied with “second best”*
- *Takes ownership – will do what it takes to achieve a task*

### **Personal attributes**

#### Essential

- *Ability to work confidentially and is sympathetic to the aims of the Church of England*
- *Relishes a challenge*
- *High personal integrity*
- *Self-motivated with the ability to work under own initiative and manage own workload*
- *Organised*
- *An ability to communicate in a friendly and professional manner with others both face-to-face, via telephone and in writing*
- *Flexible in your approach*

## **General Conditions**

### **Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from



harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Health and Safety Responsibilities**

All LDF staff are required to ensure that they

- understand and accept the legal duties placed on them by the Health and Safety at Work Act; i.e. not to endanger themselves or others by any act or omission on their part
- understand and accept the Management of Health and Safety at Work Regulations; i.e. to co-operate with colleagues and management in the control of health and safety at work.

Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;

### **Confidentiality**

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of their Head of Department.

## **Terms of Employment**

**Location:** The office is based at Pimlico, SW1 (near Pimlico station)

**Salary:** £13,000 - £14,000 (£26,000 - £28,000 FTE) dependent on experience per annum pro rata.

**Pension:** The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution

**Health Insurance:** Available after completing one year's service.



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**Hours:** 17.5 hours per week, Monday to Friday 9am to 5pm, with an unpaid hour for lunch. You may be expected from time to time to work in the evening or weekends. The working pattern will be agreed with the successful candidate however it is preferable that you can work on a Thursday.

**Annual Leave:** 24 days per leave year (pro rata) rising to 27 days after completing one year's service. This is exclusive of Public Holidays.

**Season Ticket Loan:** Staff are eligible to apply for an interest free season ticket loan.

**Contract:** This post is offered on an eighteen-month contract, subject to a six-month probationary period

*Full details of our terms and wellbeing offering to staff can be found in the 'Our Offer to You' document.*