**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**Accounts Officer**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Accounts officer |
| **GRADE:** | Grade 4 – circa £26k |
| **ACCOUNTABLE TO:** | Finance Manager |
| **HOURS & TERM:** | 35 hours/week, permanent contract |
| **LOCATION:** | The Diocesan office - Cuthbert House, Stonebridge, Durham, DH1 3RY with flexibility around home working. |
| **BACKGROUND:** | The Diocesan Board of Finance acts as the administrative body for the Church of England in the Diocese of Durham, ensuring that clergy support services are provided including clergy pay and housing. It is also responsible for managing grant income and expenditure. |
| **JOB SUMMARY:** | To process and maintain records of the financial transactions of the Diocesan Board of Finance. |
| **KEY RELATIONSHIPS:** | Finance teamProperty teamSuppliers, including Local AuthoritiesHMRCParish treasurersOther diocesan staff |

**Main Duties and Responsibilities:**

1. Assist with the routine processing of Durham Diocesan Board of Finance accounts using the Sage financial software package to provide effective control of funds and work closely with the Senior Accounts Officer, Finance Manager and Project Finance Support Officer to maintain accurate accounting records.
2. Responsible for managing the weekly payment run, recording and processing of cheque receipts, banking and bank reconciliation for Sage, including posting rental receipts and payments.
3. Accounting for council tax, liaising with the property team and local authorities to ensure the accuracy of council tax transactions, billing, property moves and changes in circumstances are reflected accurately within the Sage accounts system.
4. Liaising with parish treasurers to ensure accurate and timely recording of fees.
5. Provision of financial information to budget holders (in particular the Property and Facilities Manager) and for financial reporting to senior management and trustees.
6. Record transactions relating to externally funded projects and allocate them to the appropriate funds and projects in the Sage finance system.
7. Maintain accounts payable ledgers and the input of purchase invoices both manually and via the Paperless document system and process resultant supplier and grant payments.
8. Raise invoices to third parties as required and maintain the accounts receivable edger.
9. Shadow the Senior Accounts Officer to provide cover for day-to-day transactions and monthly production of the payroll.
10. Produce year end schedules and supporting schedules and explanations to external auditors.
11. Work with the Property Team to set up new properties on the Property software system (Decorus) to ensure that they are fully integrated with the Sage finance system.
12. Process financial transactions generated through Decorus so that payments can be made, and data can be uploaded into the Sage accounting system.
13. Process property transactions through the Decorus system as required.
14. Undertake other reasonable duties commensurate with the role and the experience and skills of the postholder as requested

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorized persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

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| **Ref:** | **Criteria** | **Essential /** **Desirable** | **A / I** |
|  | **Qualifications** |  |  |
| 1 | Accounting qualification – AAT level 3 or equivalent, or part qualified, and/or 3 years’ finance experience. | Essential | A |
|  | **Experience** |  |  |
| 2.1 | Maintaining financial records in a variety of formats including spreadsheets, databases and accounting software. | Essential | A & I |
| 2.2 | Effective communication with people at all levels, both internal and external by a variety of means with diplomacy, courtesy and firmness as appropriate. | Essential | A & I |
| 2.3 | Working with Sage Line 50 or similar accounting packages. | Essential | A & I |
|  | **Knowledge** |  |  |
| 3.1 | Familiarity with the use of restricted funds, departments and projects either theoretically or from practical experience. | Desirable | A & I |
| 3.2 | Familiarity with reporting from Sage Line 50  | Desirable | A & I |
|  | **Skills** |  |  |
| 4.1 | Proficiency with Microsoft office including spreadsheets and databases. | Essential | A & I |
| 4.2 | Planning, prioritizing and organizational skills to ensure tasks are completed  | Essential | A & I |
| 4.3 | Ensuring accuracy and attention to detail. | Essential | A & I |
| 4.4 | Ability to show initiative and problem solving | Essential | A & I |
|  | **Personal Attributes** |  |  |
| 5.1 | Ability to maintain a high degree of confidentiality. | Essential | A & I |
| 5.2 | Sympathetic to the ethos and objectives of the Church of England and the Diocese of Durham. | Essential | A & I |