A close up of a logo

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**DURHAM DIOCESAN BOARD OF FINANCE**

**Job Description**

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| JOB TITLE: | **PARISH ACCOUNTS AND DEANERY ADMINISTRATOR** |
| REPORTING TO: | **Finance Resources Co-ordinator** |
| MENTOR: | **Area Dean** |
| LOCATION: | **Easington Deanery [location TBC], with office facilities at Cuthbert House, Stonebridge, Durham DH1 3RY** |
| HOURS: | **Part Time (14-21 hours per week)** |
| TERM: | **3 years initial term (may be extended subject to funding)** |
| SALARY: | **Grade 4.1 £28,638.00 Full-time equivalent** |
| DATE: | **May 2025** |

**Job Purpose**

To support Parochial Church Councils (PCCs), the governing bodies of parish churches, each of which are independent charities, in the maintenance of accurate financial records and timely production of financial information and accounts. To undertake the administration associated with the role of the Area Dean.

**Safeguarding**

The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

**Main Duties and Responsibilities**

1. To support the governance of parish churches by ensuring that accurate records are kept of financial transactions undertaken by their governing body, the PCC.
2. Based on these records, production of regular management accounts and year end financial statements to inform PCC meetings and decisions.
3. To support and encourage best practice regarding parish financial management
4. Preparation of financial returns, gift aid claims and other financial information as required.
5. Supporting the Area Dean with general administrative duties and office management, including arranging clergy cover for parishes in vacancy, updating the deanery website and drafting email newsletters to the deanery, managing correspondence and databases.
6. Undertake other reasonable duties commensurate with the role and the experience and skills of the postholder as requested, including providing cover for other team members as required.

**Key Relationships:**

Regular contact with Finance Resources Co-ordinator, Area Dean, Lay Chair and Deanery Treasurer of Easington Deanery, Parish Clergy, Parish Treasurers, and other PCC members, Diocesan Finance Team and other Diocesan staff.

**Budget Responsibility:**

The post-holder will not be expected to take responsibility for authorising, processing or undertaking transactions, cash management, accuracy or timely submission of claims or applications, ensuring completeness of records or any other financial responsibility on behalf of the PCCs or the Deanery.

**Common Duties and Responsibilities:**

**Health and Safety**

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

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

This post-holder is required to hold a valid DBS, enhanced for children’s workforce, and will need to complete regular safeguarding training to the required level. When working in parish, the role must follow all necessary safeguarding processes at both parish and Diocesan level. If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**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 becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Person Specification**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have 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 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 your application form.

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS AND TRAINING** |  |  |
| 1  2  3 | Good standard of written English and numeracy skills (at GCSE A – C level or equivalent).  Holds an appropriate accounting technician qualification (such as AAT) or actively working towards one.  Experience working in the finance department of an organisation or other experience of bookkeeping or finance. | Essential  Desirable  Essential | A  A  A/I |
|  | **EXPERIENCE & KNOWLEDGE** |  |  |
| 4  5  6  7  8 | Experience of working with several different stakeholders, managing priorities and meeting deadlines.  Experience of dealing with a wide range of people at all levels, both internal and external.  Experience and knowledge of maintaining and using Excel spreadsheets.  Experience of working with Data Developments accounts software or similar programmes.  Familiarity with accounting practices within the Church of England and wider Charity sector. | Essential  Essential  Essential  Desirable  Essential | A/I  A/I  A/I  A/I  A/I |
|  | **SKILLS AND ABILITIES** |  |  |
| 10  11  12  13  14  15 | Personable manner and effective communicator, including by telephone and email  IT proficiency with word processing and spreadsheets (MS Word and Excel or similar).  Able to work on own initiative and demonstrate flexibility.  Accuracy and attention to detail.  Ability to meet deadlines for tasks  Good planning and organisational skills. | Essential  Essential  Essential  Essential  Essential  Essential | I  A/I  I  A/I  A/I  A/I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 11  12 | Able to travel around Easington deanery and occasionally further afield, with occasional meetings with volunteer church officers outside of core hours if required.  Sympathetic to the aims and ethos of the Church of England. | Essential  Essential | A  A/I |

The candidate must be able and willing to travel around Easington deanery and occasionally the wider diocese to visit parishes as required during the working day, with flexibility to meet volunteer church officers.