

DIOCESE OF ST ASAPH

JOB DESCRIPTION

Job Title: Finance Clerk

Reporting to: Assistant Finance & Resources Officer

Managed by: Finance Officer

JOB DESCRIPTION

JOB PURPOSE

To contribute to the effective and efficient financial administration of the Diocese and to support the work of the Finance Team.

KEY RESPONSIBILITIES

1. Support the work of the Assistant Finance & Resources Officer and Finance Officer in their day-to-day management of Diocesan finances
2. Use Sage Accounting software to maintain accurate data, generate transactions and produce reports
3. Contribute to the financial administration of the Diocese
4. Be a key and active member of the Diocesan team

KEY WORKING RELATIONSHIPS WITH

- The Assistant Finance & Resources Officer
- The Finance Officer
- The Property Inspector
- Diocesan clergy, Mission Area and Church representatives
- Members of the Diocesan Team
- Purchase ledger suppliers and contractors

DUTIES AND RESPONSIBILITIES

1. Support the work of the Finance Team in their day-to-day management of Diocesan finances

- a) Ensure that authorised payments to suppliers are processed in a timely manner via online banking and then recorded accurately for the DBF accounts.
- b) On a weekly basis, identify list of supplier payments authorised via email from the Finance officer, Diocesan Inspectors or Mission Area administrators.
- c) Process online payments using the NatWest bankline system.
- d) Mark payment requests sent via email as 'paid'.
- e) Send remittance advice to suppliers where appropriate.
- f) Save a copy of the authorised payment request email with Sage transaction number in the relevant purchase ledger folder on the share drive.

2. Use Sage Accounting software to maintain accurate data and generate transactions.

- a) Record purchase ledger transactions on Sage software in order to keep the DBF accounts up to date
- b) Ensure that the data on the system is current and accurate
- c) Interrogate the system to provide statistics when required
- d) Follow up discrepancies

3. To contribute to the financial administration of the Diocese

- a) Liaise with the Finance officer regarding supplier costs relating to the Property Board improvement fund and St Asaph DBF Education Trust
- b) Liaise with the Properties team regarding payments to Property Board contractors and utility providers
- c) Process payments on behalf of all Diocesan departments and bodies when required
- d) Process claims for expenses
- e) To assist with financial administration duties as required.

4. To be a key and active member of the Diocesan team

- a) Attend and participate in regular team meetings, if required.

This Job Description is not a statement of all the duties applicable to the post holder, variations to the duties outlined above will occur to meet the needs of the post. Any variations will be commensurate with the grade and character of the post.

Diocese of St Asaph

Finance Clerk

Main Terms and Conditions

Hours of Work	14 hours per week (2 days) Pattern of working hours subject to agreement between the postholder and employer
Term	6 months contract
Salary	£19,838 per annum, pro rata. (£7,935.20 per annum actual) Based on £10.90 per hour.
Pension	The employer will contribute 9% of the employee's pensionable salary into the Diocesan Board of Finance Pension Scheme.
Holiday	25 days per calendar year plus bank holidays (pro rata). The holiday year runs from 1 January to 31 December
Location	Home based
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates
Probation	This post will be subject to satisfactory completion of a probationary period of 1 month.