

## Job Description – Finance and Property Support Officer

<b>Reports To</b>	Head of Finance
<b>Organisation</b>	The Roman Catholic Diocese of Clifton
<b>Date</b>	February 2024

### Purpose of Job

Carrying out various administrative responsibilities to ensure the smooth operation of the Property Services Department and to provide financial administrative support to the Diocesan Finance Team.

The role is part-time, 2 year fixed-term appointment, within the Property and Finance teams, which are part of the Curia (administrative office) of the Diocese based at Alexander House, Bristol.

### Key Accountabilities

#### FINANCE OFFICE

- First point of contact for finance office telephone enquiries
- Management of incoming post, the franking machine, ordering of stationery supplies for Alexander House
- Monthly banking of cheques

#### Finance Support to Parishes

- Weekly review of parish banking and credit card usage
- To support parishes in using online banking systems and making payments
- Review of all live GAD's and scanning or disposal of out-of-date GADs
- Managing the paying over of parish second collections to third parties
- Assist with processing Gift Aid claims, to include transferring donations to Parishes
- Processing of PayPal payments and reports
- Administration of annual mass fees and staff annual breakdown insurance cover

#### PROPERTY OFFICE

- Providing front line administrative support for the Property Services Department
- Production and compilation of documents and reports using Microsoft Word, Excel and PowerPoint (amongst other software packages)
- Support to develop and maintain the property databases and record systems
- Taking note of all enquiries for the Holy Souls cemetery for the Property Management Officer, including assisting in the co-ordination of burials and ashes interment with families and funeral directors
- Undertake desk-based research and compile and report findings as required
- Administration of standardised licences, leases, and tenancy agreements
- Providing telephone and e-mail support to Parishes, schools, and other bodies by researching and answering questions and queries that might be raised
- Assist in the development and maintenance of filing and file-based record system
- Organisation of meetings and other events to include note and or minute taking at meetings where necessary

**GENERAL**

- Provision of hospitality for meetings and setting up rooms
- Providing support to other members of the Property Services and Finance team as required.
- Any other reasonable duties requested by the Heads of Property and Finance to assist the teams

**Knowledge, Skills and Experience****Essential**

- Well organised and good time management skills
- Self-motivated

**Possess**

- Attention to detail, the ability to be well organised and manage multiple tasks simultaneously is important
- Good working knowledge of Microsoft Excel, Word, and Outlook
- Interpersonal skills with the ability to communicate effectively with people at all levels and from a variety of backgrounds and experience

**Ability to**

- Investigate and resolve problems
- Work within Diocesan policy guidelines and requirements
- Work with enthusiasm on small projects
- Good team player, ability to develop effective working relationships and work alone

**Key Contacts****Internal**

- Senior clergy including the Bishop, Vicars General and Parish Priests
- Diocesan Trustees
- Parish Colleagues, Parish volunteers and Parish Committee members
- Line Managers, Chief Operating Officer, and other Diocesan Staff
- Headteachers and other school staff

**External**

- Diocesan insurers, brokers, and loss adjusters
- Regulatory and statutory bodies (e.g. Local and national government and associated agencies)
- Diocesan property and legal consultants, advisors and those acting on behalf of third parties
- Suppliers, contractors, and external consultants
- Neighbouring property owners
- Tenants
- Other Dioceses

**Qualifications****Essential**

- A proven track record in a similar administration role.

Desirable

- Good GCSE/AS/A levels
- Car owner with current valid driving licence
- Some understanding of buildings and property related issues would be of benefit, although training can be provided
- Experience of other ICT software such as mapping/CAD software