

**Job Title:** Finance Assistant

**Department:** St Patrick's Archdiocesan Trust Limited– Curial Office

**Reports to:** Finance Manager

**Place of Work:** Various Locations across Diocese –  
Office Based at Ara Coeli, Armagh BT61 7QY.

**Hours of Work:** 35 hours per week



### **Purpose and Function of Post**

This is an administration post providing support to the Finance Manager. Job holder will be responsible for performing a variety of accounting and administrative duties to ensure delivery of accurate and timely financial information and reporting and must maintain confidential records and provide support ensuring that the integrity and security of the Finance and Administration is maintained.

### **Principal Duties and Responsibilities**

1. Provision of administrative and clerical support to the Finance Manager.
2. Financial Administrative support to parishes within the Diocese in line with the Trust's Financial and Administrative Guidelines.
3. Assist parishes with the maintenance of accurate accounting records.
4. Assist with the completion and review of monthly bank reconciliations.
5. Complete Month end Balance Sheet and Control Account reconciliations.
6. Preparing and Posting Journal Entries.
7. Assist in the preparation of monthly management accounts.
8. Preparation of annual budgets and budgetary reporting including variance analysis of both income and expenditure.
9. Support HR & external payroll provider on a monthly basis – have knowledge of holiday pay and sick pay calculations and entitlements.
10. Assist in the preparation of financial statements for parishes.
11. Assist in the preparation of parish financial statements for audit.
12. Assist parishes with queries regarding the financial database and accounting procedures.
13. Assist in the preparation and gathering of information for production of the group accounts and intercompany reconciliations.
14. Assist in the completion of statutory returns.
15. Assist and advise on the maintenance of fixed assets register.
16. Matching receipts off payment platforms
17. Post General Ledger accounting entries, e.g., accrued expenses, prepaid expenses, payroll, sales ledger, purchase ledger.
18. Understanding of Gift Aid and assist with completion of gift aid returns
19. Assistance the Finance Manager with both internal and external audits.
20. General office administrative duties.

**Please Note:**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. The post holder will be required to carry out other duties for the position offered as necessary, to fulfil the purpose and function of the post. Travel to parishes and completion of work in different parishes may be part of this role.

**Experience**

Applicants must have a minimum of 3+years' experience working within a busy finance and administration department.

Excellent skills in the use of Microsoft Excel (Pivots & vLookups) and Microsoft Word are essential.

Experience of Accounting Software such as SAGE 50, or similar package

**Qualifications**

Minimum of 5 GCSE's including Maths and English, or equivalent.

Preference may be given to those applicants that have extensive experience or possess a relevant accounting qualification such as Qualified Accounting Technician or Part Qualified Accountant (ACA, ACCA, CIMA).

**Skills and Competencies****Technical**

- Experience in accounting software packages.
- Experience in payroll
- Advanced Knowledge of Microsoft Office including strong Excel skills and experience in compiling reports
- Excellent interpersonal, oral and written communication skills
- Ability to demonstrate strong financial and analytical skills applicable to the role.

**Behavioural**

- Good Planning and Organisational skills with the ability to multi-task;
- Good Communication skills;
- Highest attention to detail and accuracy;
- Proven ability to adapt/learn new tasks and systems quickly;
- Judgement and problem solving; and
- Ability to Work on Own Initiative

St Patrick's Archdiocesan Trust Limited reserves the right to vary criteria for shortlisting purposes.

St Patrick's Archdiocesan Trust Limited is an Equal Opportunities Employer.