

FINANCE SECRETARY - CATHOLIC SYRO MALABAR **EPARCHY OF GREAT BRITAIN**

Role

This is a new and exciting role within the recently formed Catholic Syro Malabar Eparchy of Great Britain. We are seeking to appoint a Finance Secretary to support all aspects of the accounting and financial administration of the Eparchy. The successful applicant will work from the Eparchial office in Preston, Lancashire and will report to the Eparchy's Finance Officer.

Catholic Syro Malabar Eparchy of Great Britain (CSMEGB)

The Holy Father, Pope Francis on 16th July 2016 established the Catholic Syro Malabar Eparchy of Great Britain. The Eparchy serves the Syro Malabar Catholic communities and parishes located across Great Britain, from its Eparchial see in Preston, Lancashire. The CSMEGB is currently registered as a charity with the Charity Commission.

Responsibilities

- **Book-keeping** - To ensure that book keeping is kept up to date through receipts, filings, and by managing the bookkeeping and record keeping system;
- **Diocese/Parish accounts** – Liaise with the bank, Trustees and individual parishes to ensure the bank accounts are correctly maintained and accounted for, and following the operational procedures put in place. Regular review and check on the individual parish accounts and ensuring the parishes send the monthly reports on time;
- **Financial reporting** - Providing regular updates of balance sheet, income, and expenditure for the management team, and Trustees;
- **Year-end reporting** - Working with our accountants to produce annual audit and reports for the filings to the Charities Commission as required;
- **Financial management** - Assist the Finance Officer in managing expenditure and help to provide information, advice and support;
- **Systems and processes** - Develop and maintain systems and processes for ongoing financial management, including expense management, month-end and year-end reporting, and communication;
- **Managing the giving and donations** - Communicating with the givers to provide gift aid statements and financial updates as required. Help the parishes to set up one-off and regular giving mandates for their members, by providing advice & templates. Maintaining the giving database, including address details and gift aid management;
- **Gift Aid.** Managing the gift aid declaration forms, ensuring compliance with the Gift Aid legislation and monthly processing of the gift aid with HMRC;
- **Office admin support** - Provide secretarial and administrative support to the Trustees and the finance officer as required. Dealing with all related communication by telephone/email/post as appropriate.

Key Skills

- Strong bookkeeping skills and financial management experience;
- Experience in diocese/church accounting, charity and donor management, including Gift

- Aid processing will be an advantage;
- Relevant accounting qualifications;
- Strong literacy, numeracy and IT skills, able to manage Microsoft Office, accounting software and other software packages (e.g. Word, Excel, Email).
- Good with people and an effective communicator at all levels

Hours of work

30 hours/week with potential to increase to 37.5 hrs/week

Location: Preston, Lancashire

Salary: £18K - £24K per year full time (37.5 hrs/week) pro rata, depending on experience.

Probationary period: 3 months

Holidays

28 days paid holidays pro rata, including bank holidays

Eligibility to work in the UK: the applicants should have immigration restriction free status in the UK or should have a right to work already provided by the Home Office UK

Selection: subject to short listing, interview, DBS check and reference

How to apply: please email your CV to **hrsmegb@gmail.com**. Postal applications can be send to, Finance Officer, St. Ignatius Presbytery, St. Ignatius Square, Preston, PR1 1TT, Lancashire.

Closing date for application: 10th November 2017