



DIOCESE OF ST EDMUNDSBURY & IPSWICH

FINANCE ASSISTANT

Job Description

DIOCESAN VISION & MISSION

The Diocese's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing congregations, making a difference".

PURPOSE

The Finance Assistant ("FA") is responsible for accurate and timely data input, data extraction and basic analysis, as directed by the Senior Finance Manager. The FA will ensure they maintain a high level of confidentiality when undertaking their role.

REPORTING TO

The Finance Assistant will report to the Senior Finance Manager (SFM).

KEY CONNECTIONS

The FA will develop good working relationships with the finance team and other teams within the Diocesan office e.g. Governance and Parish Resources teams and parish officers such as treasurers and clergy.

KEY RESPONSIBILITIES

Reporting

At each month end to assist in the production of the monthly Management Accounts – preparation of monthly journals; production of Budget holders' reports, analysis of accounts as required, preparation of monthly reports

Assist the SFM in preparing month end Balance Sheet Reconciliations, including bank accounts.

Assist the SFM in ensuring the maintenance and reconciliation of accounting records for:

- Diocesan Board of Finance
- Schools
- Churchgates 2000 Limited
- Other trusts and Chancels

Producing statement of accounts for sundry Trusts when required

Processes

- Processing and coding of purchase and sales invoices working alongside budget holders and the processing of bank entries as required.
- Preparation of Bank reconciliations and associated tasks.
- Sales reporting for the Diocesan Board of Education.
- Ad hoc daily tasks.
- Monthly and Quarterly support for the Management accountant.
- For the Annual Accounts, assist the SFM with ad-hoc tasks in the preparation of the annual Financial Statements.
- Assisting with the inputting of revenue and capital budgets
- Any other tasks or projects as required from time to time

PERSON SPECIFICATION

Essential	Desirable
Qualifications / Knowledge and experience	
<p>AAT qualified or working towards AAT or qualified by experience</p> <p>An understanding of basic accounting principles such as accruals, prepayments etc.</p> <p>Experience of processing with large volumes of data and working accurately at speed</p> <p>Experience of or aptitude for financial matters e.g. confident working with spreadsheets</p> <p>Working as part of a wider team</p> <p>Experience of working with a wide range of people from different disciplines</p>	<p>Knowledge of Church structures and governance arrangements</p> <p>Experience of Parish Finances, accounts and reports</p>
Skills / Abilities / Aptitudes	
<p>Excellent interpersonal skills</p> <p>Good written and oral communication skills</p>	<p>Quick and keen learner</p>

<p>Familiarity with Microsoft Office especially Excel, accounting packages and database/systems</p> <p>Ability to manage deadlines and work to a month end timetable</p> <p>Ability to engage and support budget-holders</p> <p>Able to work calmly under pressure</p> <p>Proven ability of maintaining a high degree of confidentiality</p>	
Work-related Personal Qualities	
<p>Ability to work with grace under pressure to meet targets and deadlines and to re-prioritise as necessary</p> <p>Rigorous adherence to timetables (for example month end)</p> <p>Able to build and maintain strong working relationships</p> <p>Able to adapt to changing priorities and be flexible</p> <p>Thrives working in a busy environment.</p> <p>Resilient – able to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties.</p> <p>Enjoy working as part of a team and offer support to colleagues</p> <p>Willingness to answer queries in a helpful, positive and encouraging way and take responsibility to ensure answers are given and resolved</p> <p>Willingness to take the initiative and help come up with solutions</p> <p>An amiable personality and a good sense of humour!</p>	

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Salary	£15,600 per annum (FTE £26,000). The post is Band A of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	21 hours per week Tuesday to Thursday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	15 days paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

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The DBF 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.

For an informal conversation please contact: Philip Keeble on 01473 298506 or via philip.keeble@cofesuffolk.org

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org/vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply online or send CVs

Applications marked 'Confidential Application' to be sent to: HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 13 August 2025

Interview Date: 22 August 2025