

# DIOCESE OF Hexham & Newcastle

<b>Job title:</b>	Finance Administrator (ref 04/2019)
<b>Employer:</b>	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
<b>Location:</b>	Department for Finance, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY
<b>Hours of work:</b>	Full time - 37.5 hours per week
<b>Working Pattern:</b>	Mon – Fri 8.30am – 4.30pm
<b>Salary:</b>	£18,046
<b>Contract:</b>	Fixed term contract – 3 years
<b>Grade:</b>	2
<b>Reporting to:</b>	Parishes Support Accountant
<b>Start Date:</b>	1 March 2019 or as soon as possible thereafter

## Job Description

To support the Department for Finance in the efficient administration of the finances and assets of the Diocese in accordance with statutory requirements.

## Main duties

- General Gift Aid and finance administration including data input, photocopying, filing and mail;
- Maintain and keep up-to-date the CARN software database;
- Provide administration support including answering telephone and email enquiries in relation to Gift Aid and parish/partnership finances, escalating these as necessary;
- Assist with the processing of internal financial reports for parishes and partnerships;
- Maintain filing systems, including shredding old documents as directed and in accordance with government legislation;
- Undertake other reasonable duties as requested by the line manager;
- Maintain and promote good relationships among all who are associated with the work of the Diocese.

## **Personal specification**

### **Essential Criteria**

- Well experienced in general office and administrative procedures;
- Excellent and up-to-date IT skills;
- A good level of general education, including GCSEs A\*-C in Mathematics and English or equivalent;
- A good grasp of English grammar, accuracy and a high level of attention to detail;
- Excellent customer service skills;
- Good interpersonal and communication skills with the ability to build good relationships with all associates;
- High level of confidentiality and integrity;
- To be self-motivated with a good sense of responsibility;
- Conscientious and loyal to the aims and objectives of the Diocese, having regard at all times to its Catholic character.

### **Benefits**

- 22 days holiday per year plus statutory holidays (pro rata) increasing to 27 days after five years' service.
- Employer matched pension scheme (up to 7.5%).

### **General**

- Six month probationary period.