



Edinburgh Diocesan Office Finance and Support Officer

I JOB DETAILS

Job Title	Diocesan Office Finance and Support Officer		
Line Manager	Diocesan Administrator		
Hours per week	25 hrs	FTE	0.67

2 JOB PURPOSE

To support the Diocesan Administrator in the delivery of the priorities of the Diocese, ensuring all aspects of finance support, meeting support and general administrative support are delivered.

3 MAIN RESPONSIBILITIES

Finance: to maintain accurate and up to date records of income and expenditure through monthly bookkeeping and reconciliation. Process payroll payments for Diocesan Office staff and the external clergy & staff within our payroll service. Administer changes to payroll information. Assist with the production of annual diocesan budgets.

Office management: to ensure that services needed to support the smooth-running of the Diocesan Office are met, in relation to facilities contracts, minor maintenance, and procurement of office supplies. Act as front-line triage for IT and associated equipment and to monitor tickets raised with our third-party support providers. Assist with budgeting and procurement of IT hardware & software. Ensure IT licences, office certificates (e.g. PAT Testing) and other relevant health and safety requirements are maintained.

Vestry, Clergy & general external support: primary point of contact for general queries from Clergy, Vestry Secretaries, Treasurers, and to redirect external calls/emails as appropriate.

Administration: to develop, maintain and undertake processes and records management to support the functioning of the office and staff, including database management, Canon

35 (buildings consent) process, organising meetings, writing reports, creating online resources and event organisation.

Clergy administration: to provide administrative support to the processes relating to the life cycle of clergy tenure including licence documentation and services of institution/installation/collation. Support the administrative processes of clergy vacancies and Dean's Visitations

Committee servicing: to take minutes of committee and other meetings held. To maintain membership info, issuing agendas and papers etc.

Provide cover across other admin roles as required.

4 PLANNING AND ORGANISING

- Plan workload for bookkeeping so that reports are accurate and financial monitoring can be undertaken effectively. Also ensure authorisation and payment of invoices is managed effectively.
- Responsible for managing own workload and planning for known committee meetings and the timelines needed to bring papers together and to monitor actions arising with follow-up checks on progress. This normally requires proactive planning and organising for future committee meetings up to six months ahead.
- Supporting the planning and management of the processes relating to clergy recruitment and licencing, co-ordinating with clergy, office staff and external parties as appropriate.

5 PROBLEM-SOLVING

- How to identify issues when reconciling the accounts against bank statements, and the appropriate coding of expenditure and income to ensure accurate accounts are available.
- Resolving workload requests and priorities of multiple people that call on the post-holder for admin support and committee servicing. Prioritising and negotiating the sharing of tasks within the team.
- How to look for continual development and improvement of systems and processes to make the office more efficient and effective in fulfilling the purposes of the office.

- How to resolve queries from clergy, Vestry Secretaries, etc., where to obtain information and how to advise and be able to influence the enquirer to meet the needs of the office or canonical processes.

6 DECISION-MAKING

- To order office supplies and equipment from approved suppliers up to authorisation limits.
- Consult budget-holders in the allocation of account codes to income and expenditure, and the formulation of financial reports to best inform on the financial position of the accounts.

7 KEY CONTACTS AND RELATIONSHIPS

- Diocesan Administrator
- Diocesan Treasurer
- Bishop
- Dean
- Advisor for Christian Life
- Bishop's & Dean's PA
- Communications Officer

8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED

The essential qualifications and characteristics that will be required of the person undertaking the role are:

- Knowledge of bookkeeping and basic accounting practices, and an ability to use an accounting package.
- Experience of using MS Office 365 (Word, Excel and Outlook etc.).
- Experience of/ or aptitude for use of MS Teams, MS Access, Adobe Acrobat Pro and Canva.

- At least two years' experience of administrative roles, including servicing meetings and taking minutes.
- Able to handle confidential materials with confidence and sensitivity
- Possess a pleasant and communicate effectively by email, phone and in person with a range of people from varied backgrounds, including employees, clergy, and volunteers.
- Able to handle many different tasks within a range of timelines and priorities, and sometimes with competing deadlines.
- Able to work collaboratively as part of a small team, sharing tasks and being flexible in order to get the highest priority tasks completed.

9 DIMENSIONS

- The post holder has no direct reports.
- The post-holder works alongside another part-time employee.

10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

This is a new role which has been created to re-align the workflows of our office and increase the efficiency of our small administrative team. There is a culture of sharing and collaboration along with a commitment to both personal and professional development for all our staff.