



Finance Department

Finance Administrator

Information for applicants

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Introduction from the Archbishop of Liverpool

Thank you for your interest in a career at the Archdiocese of Liverpool.

As an archdiocese, we serve thousands of people every week through our parishes, schools, partnerships and local communities.

It is a significant time in the life of our archdiocese, as we continue to walk together on the journey set out by our Pastoral Plan in becoming the Church God calls us to be. This plan outlines a clear mission for the future of our Church and every single member of staff plays a vital role in helping us achieve this.

As an employer, we offer wide range of benefits and a place to develop your career in an environment where every member of staff is valued and encouraged to develop fully their gifts.

We are looking for people whose values align with ours and are passionate about playing a key role in the next steps of our journey.

Thank you again for considering a role within our archdiocese. Each person contributes to our wider mission. I am grateful for your interest in joining us in this important work.

Most Reverend John Sherrington
Archbishop of Liverpool



Finance Department

Episcopal oversight of the Finance Department is maintained by Fr. Graeme Dunne. The Director of Finance manages three sections including finance, surveying and property and parish centres. The department is supported by an administration team which includes the administration of three archdiocesan cemeteries. The Head of Finance is supported by a team of twelve (including these vacancies) covering all aspects of financial control and compliance, financial management and payroll, and the preparation of management and statutory accounts for the main charity, subsidiaries, and consolidated group accounts. As well as working on projects such as archdiocesan cost saving, better investment and rationalising building.





About the Role

Finance Administrator

Are you organised, adaptable and confident in supporting a busy department? An excellent opportunity is available for a Finance Administrator to join our team, providing high-quality administrative support across all sections of the Finance Department. You'll play a key role in ensuring the smooth, professional and efficient running of departmental operations, acting as an essential point of contact for colleagues and external partners.

The Successful Candidate will handle a range of duties, including managing communications, coordinating diaries, maintaining office systems and records, and preparing documentation to support the work of the department. You will also support estates and cemetery administration, assisting with departmental projects.

To thrive in this role, you should be able to demonstrate the following:

- Confidence managing a broad range of administrative procedures, including diaries, correspondence, records, and office systems.
- Strong IT skills, with working knowledge of Microsoft Word, Excel, SharePoint, Teams, and Outlook.
- Ability to build effective working relationships at all levels and work collaboratively as part of a team.
- Strong time-management skills, with the ability to prioritise workload and meet deadlines
- A supportive and professional manner aligned with the ethos and mission of the Archdiocese.

Within this role you will be expected to.

- Provide high standard general administrative support to the officers of each section of the Finance Department
- Working alongside the Cemeteries Administrator including liaison with funeral directors, gravedigging team, bereaved families and members of the public.
- Undertaking general administrative duties including filing, photocopying, scanning, printing, creating and archiving records, ordering stationery and any other general office duties as necessary.
- Supporting governance structures of the department and wider archdiocese.
- Provide support on specific projects as deemed appropriate by the Office Manager.



Terms and Conditions

Salary £27,000

Location Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.
(Hybrid or remote working is not available for this position)

Working Hours Full time, Contracted 35 hours per week Monday to Friday.

Annual leave 38 days pro-rata which includes bank/public holidays and set complimentary days.

Pension Employees will be enrolled into the People's Pension Scheme.

Other benefits There are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme.

How to Apply Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

The closing date for applications is midnight on 15th February 2026 - Please see our careers page as above.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.





Saint Margaret Clitherow Centre

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