

<b>Job Title:</b>	Finance Administrator
<b>Reporting to:</b>	Office Manager
<b>Responsible for:</b>	N/A
<b>Location</b>	St Margaret Clitherow Centre, Archdiocesan Office, Croxteth Drive, Liverpool L17 1AA

### **Mission Statement**

**“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”**

### **Job Summary**

To deliver, high quality, modern clerical and administrative support across all sections of the Finance Department and to support the officers of that department and others.

### **Main Duties and Responsibilities**

- To provide high standard general administrative support to the officers of each section of the Finance Department.
- Manage incoming email, post, telephone calls and enquiries responding appropriately and in a timely manner.
- Providing cover for the Cemeteries Administrator including liaison with funeral directors, gravedigging team, bereaved families and members of the public.
- Managing the estates helpdesk including receiving and responding to emails and telephone calls and arranging small works with approved contractors, monitoring progress and supporting invoice authorisation process.
- Preparing archdiocesan school capital claim forms.
- Undertaking general administrative duties including filing, photocopying, scanning, printing, creating and archiving records, ordering stationery and any other general office duties as necessary.
- Manage diaries for the department as required including scheduling meetings, booking meeting rooms and arranging catering as required.
- Devising, implementing and maintaining modern office administration systems.
- Ordering of supplies as required for the smooth running of the office.
- Assisting with the preparation and distribution of memo's, letters, reports, presentations and any other correspondence as required.
- Providing flexible support to officers of the department in their respective functions.
- Supporting governance structures of the department and wider archdiocese.
- Liaising with members of staff in other departments and external contacts as required.
- Provide support on specific projects as deemed appropriate by the Office Manager.

### **General**

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.

3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

### **Confidentiality**

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Protection**

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

### **Safeguarding**

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

### **Health and Safety**

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

### **Display Screen Equipment Users**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

### **Voluntary Duties:**

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

### **General Clause:**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

**Signed by Employee:** ..... **Date:** .....

Print Name: .....

**Signed by Line Manager:** ..... **Date:** .....

Print Name: .....

Qualifications	Essential	Assessment Method
	<ul style="list-style-type: none"> <li>Evidence of good standard of general education</li> </ul>	
Experience	Essential	
	<ul style="list-style-type: none"> <li>Experience of working in a busy office environment (paid or voluntary)</li> <li>Experience of dealing with a broad range of administrative procedures</li> </ul>	
	Desirable	
	<ul style="list-style-type: none"> <li>Experience working with financial, investment and property information and / or understanding of terminology</li> </ul>	
Skills and Knowledge	Essential	
	<ul style="list-style-type: none"> <li>IT literate with sound working knowledge and application of Microsoft Word, Access, Excel, Publisher, Sharepoint, Teams and Outlook</li> <li>Strong interpersonal skills to be able to work collaboratively with people at all levels/all disciplines.</li> <li>To be a team player with the ability to develop effective working relationships, work on own initiative and unsupervised</li> <li>Excellent time management skills with the ability to organise and prioritise your workload to meet deadlines</li> <li>Excellent telephone, face to face and written communication skills</li> <li>Ability to quickly learn new processes and technical terminology</li> </ul>	
Personal Attributes	Essential	
	<ul style="list-style-type: none"> <li>To be in sympathy with the teaching, ethos and mission of the Roman Catholic Church</li> <li>Ability to maintain strict confidentiality and be sensitive to others</li> <li>Flexible attitude to work undertaken</li> <li>A willingness to undertake training and development where appropriate</li> </ul>	