



Finance Department

Charity Accountant (Building Projects) Information for applicants

Contact for enquiries:

Laura Frampton

0151 522 1045

Andrew Davis

0151 522 1020



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.

A handwritten signature in black ink that reads "+ John Sherrington .". The signature is written in a cursive style.

Most Reverend John Sherrington
Archbishop of Liverpool

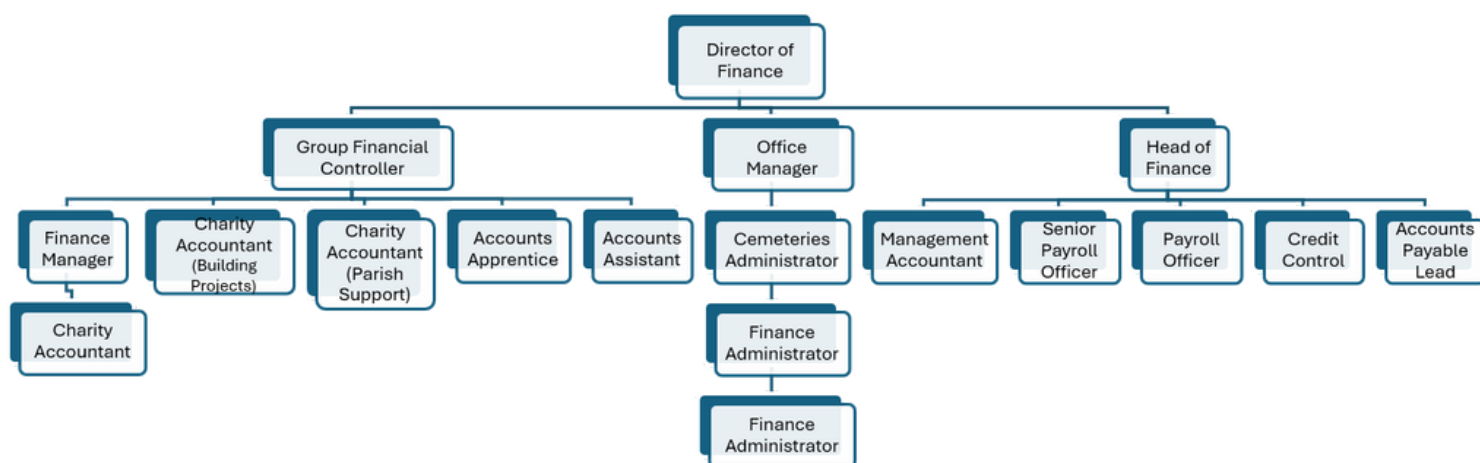


Finance Department

The finance department supports robust financial management across the organisation including production of consolidated accounts for the charity commission, financial management of all central services, capital project transactions, processing of payroll, and supporting Parishes with their financial management and reporting.

The team supports a wide portfolio of 800 properties, including 140 parishes, 32 parish centres, investment for over 200 schools and around 420 employees.

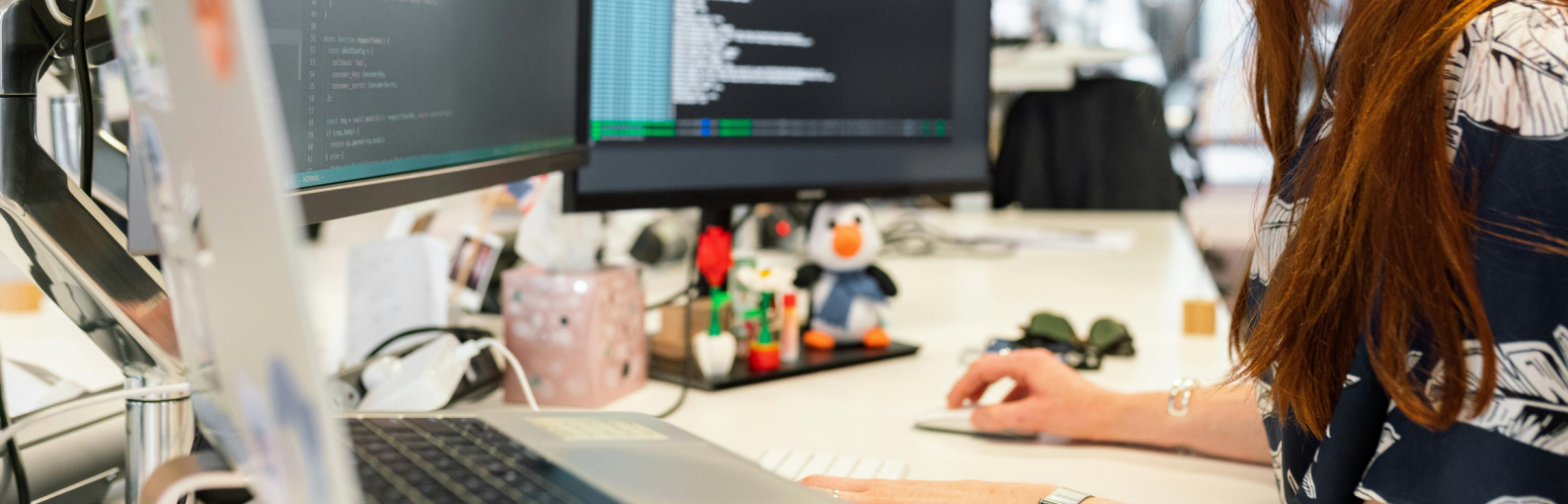
The department is a team of 18 split into three teams: Transactions and Private Equity; Financial Reporting and Management; and Administration.



The team reports to both the Finance and Audit Committees who monitor compliance on behalf of the Trustees.

We are seeking an inquisitive problem solver to work with our team to effectively manage school project accounts effectively in compliance with DfE funding regulations and responding to changing demands during our transition to full academisation.





About the Role

Charity Accountant (Building Projects)

The Archdiocese is seeking to appoint a Charity Accountant (Building Projects) to prepare management accounts and contribute to the consolidated accounts of the Archdiocese.

In this role you will be expected to:

- Record all transactions of the School Buildings Project Fund with assistance from the Credit Control Lead and Accounts Payable Lead.
- Monthly reconciliation of School Building Projects Fund including funding source and cost allocation.
- Monthly reconciliation of accounts for Archdiocesan entities as directed by Group Financial Controller.
- Quarterly management report production for School Building Projects and Archdiocesan subsidiaries
- Annual accounts production for School Building Projects Fund and Archdiocesan subsidiaries.
- Contribute to the preparation of the consolidated annual report and accounts for the Archdiocese.
- Liaise with external consultants to complete annual compliance survey to grant funders.
- Maintain a knowledge of relevant funding streams and their treatment.
- Ensure there is documentation for internal processes across Finance and other teams.
- To undertake other accounting duties or projects relevant to the work of the Finance Team in general.

Within this role you will be expected to demonstrate:

- ACA/ACCA/CIMA qualification.
- Experience in preparing management accounts and annual accounts.
- Experience in transaction processing and account reconciliations.
- Knowledge of UK accounting standards and charity legislation.
- Experience preparing and submitting VAT and CIS Returns.
- Ability to work effectively with auditors, external consultants and regulatory bodies.
- Strong organisational skills with the ability to maintain accurate financial records and process documentation.
- Strong attention to detail and analytical skills.
- Ability to work collaboratively across teams and contribute to wider finance projects.



Terms and Conditions

Salary

£45,000 to £50,000 per annum actual salary

Status

This role is permanent.

Working Hours

This role is full time. 35 hours per week worked Monday to Friday.

Location

Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA. Hybrid working may be available at the discretion of the relevant Director or section head.

Travel

Infrequent travel to other sites in the archdiocese will be required.

Annual leave

38 days per holiday year inclusive of eight bank/public holidays, two fixed date gifted days and Christmas shutdown days.

Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 4% and 4% contributed by the employer. On request, the archdiocese will match employee contributions up to 6% of their pensionable salary.

Other benefits

We offer a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, cycle to work scheme, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme including online GP facility.

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 6 September 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

Croxteth Drive, Liverpool, L17 1AA

T: 0151 522 1000 | **E:** hrrecruitment@rcaol.org.uk

W: www.liverpoolcatholic.org.uk