

Job Title:	Charity Accountant (Building Projects)
Reporting to:	Group Financial Controller
Location	Liverpool Archdiocesan Office

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 prepare management accounts and contribute to the consolidated accounts of the Archdiocese.

Main Duties and Responsibilities

1. Record all transactions of the School Buildings Project Fund with assistance from the Credit Control Lead and Accounts Payable Lead.
2. Monthly reconciliation of School Building Projects Fund including funding source and cost allocation.
3. Monthly reconciliation of accounts for Archdiocesan entities as directed by Group Financial Controller.
4. Quarterly management report production for School Building Projects and Archdiocesan subsidiaries.
5. Annual accounts production for School Building Projects Fund and Archdiocesan subsidiaries.
6. Contribute to the preparation of the consolidated annual report and accounts for the Archdiocese of Liverpool in compliance with UK accounting and charity legislation with liaison with external auditors for approval by trustees and submission to regulatory authorities.
7. Preparation and filing of VAT Returns and CIS Returns for Archdiocesan subsidiaries.
8. Liaise with external consultants to complete annual compliance survey to grant funders.
9. Maintain a knowledge of relevant funding streams and their treatment.
10. Ensure there is documentation for internal processes across Finance and other teams.
11. To undertake other accounting duties or projects relevant to the work of the Finance Team in general.

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, are 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 Department, 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
	• ACA/ACCA/CIMA qualification
Experience	Essential
	• Significant previous experience working in a financial environment. • Experience of delivering month end processes and reporting and experience of using computerised finance packages • Experience of the preparation and submission of VAT returns. • Experience in the preparation of statutory accounts for companies and / or charities.
Skills and Knowledge	Essential
	• Highly developed organisational, communication and interpersonal skills, able to relate to people at all levels • IT literate with a sound working knowledge of creating and manipulating Excel spreadsheets • Developed time management awareness and ability to prioritise workload • Strong attention to detail • Excellent telephone and face to face manner at all times with a strong desire to help and assist people • Ability to seek and achieve successful solutions, working in collaboration when required • Problem solving ability with exceptional analytical and numeracy skills. • Ability to work under pressure and meet deadlines • Ability and desire to learn new skills and tasks quickly
Personal Attributes	Essential
	• Strong team player • Able to maintain a consistent work level during times of pressure and short timescales • Resilient and able to deal with feedback • Highly confidential and sensitive to others. • Enjoys research and problem solving. • Ability to demonstrate the Archdiocese mission, values and behaviours in day-to-day approach at work