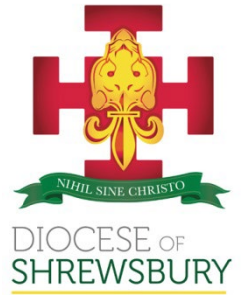


Accounts Assistant

Job Description



Reports to: Finance Manager / Head of Finance

Location: Curial Offices, Prenton although some travel within the Diocese may be required.

Hours: 35 hours per week, permanent contract. After completion of successful probationary period, hybrid working may be available in line with Diocesan policy.

Salary: £25,000-£30,000 dependent on experience

Background

Shrewsbury Roman Catholic Diocesan Trust serves a diverse and expansive region spanning the historic counties of Cheshire and Shropshire, extending across eleven local authority areas from Wirral and Tameside in the north to parts of Worcestershire in the south. Supporting over 100 parishes and Mass centres, alongside Caritas Diocese of Shrewsbury, the Diocesan Trustees are committed to high standards of governance, care and stewardship.

Purpose of the Role

The Accounts Assistant will support the effective day-to-day running of the Diocese of Shrewsbury's finance function and that of Caritas Diocese of Shrewsbury. The role will help ensure accurate financial records, timely processing of income and expenditure, robust internal controls, and clear, courteous support to clergy, parish teams, colleagues, suppliers, donors, funders and other stakeholders.

The successful candidate will be required to uphold the ethos of the Catholic Church and to conduct themselves at all times in a manner commensurate with the role. The role requires a professional, respectful and service-focused approach when working with clergy, parish communities, schools, volunteers, trustees, suppliers and external partners, and a willingness to support the Catholic mission and pastoral work of the Diocese. The successful candidate will be expected to work in accordance with the policies, procedures and values of the Diocese of Shrewsbury, including financial controls, data protection, safeguarding, health and safety, confidentiality and charitable governance.

Key Responsibilities

- Maintain accurate accounting records using the diocesan finance system, ensuring transactions are coded to the correct nominal codes, funds, departments, parishes, schools or projects.
- Process purchase invoices, supplier payments, staff and clergy expenses, parish-related transactions and other expenditure accurately and in line with diocesan financial procedures.
- Raise sales invoices where required, record income, allocate receipts and support credit control activity.
- Assist with bank, petty cash, credit card and control account reconciliations, including parish or departmental accounts where required.
- Support the processing and monitoring of donations, offertory income, grants, restricted funds and Gift Aid records where applicable.
- Help prepare journals and maintain accruals, prepayments and other schedules for month-end and year-end reporting.
- Respond professionally and pastorally to finance queries from staff, clergy, parish volunteers, colleagues, suppliers, donors, funders, schools and other diocesan partners.
- Maintain finance files, records and documentation in accordance with confidentiality, data protection, audit and diocesan governance requirements.
- Assist with the preparation of information for management accounts, trustee reports, parish and funder reports, statutory returns and the annual audits.
- Support improvements to finance processes, systems and internal controls across the central finance function and wider diocesan network.
- Carry out general administrative duties and provide cover within the finance team as required.

Person Specification

Essential

- Experience of working in a finance, accounts or bookkeeping role.
- Good working knowledge of purchase ledger, sales ledger, bank reconciliations and general finance administration.
- Excellent attention to detail and ability to maintain accurate records across multiple funds, departments, parishes or cost centres.
- Good IT skills, including Microsoft Excel and accounting software.
- Ability to organise workload, meet deadlines and prioritise competing tasks, especially around month-end, year-end and audit deadlines.

- Clear written and verbal communication skills, with the ability to work respectfully with clergy, parish volunteers, colleagues and external contacts.
- Ability to handle confidential financial, personal and parish information appropriately.
- A positive, flexible and team-focused approach.
- Commitment to supporting the mission, values and charitable purpose of the Diocese of Shrewsbury.
- Clean driving licence.

Desirable

- An accounting qualification such as AAT, or studying towards, or interested in studying towards AAT.
- Experience of working in a charity, faith-based, parish, education, not-for-profit or grant-funded environment.
- Understanding of restricted and unrestricted funds, charitable reporting and fund accounting.
- Experience supporting Gift Aid, donor records, parish returns or funder reporting.
- Experience using finance systems such as Sage or similar.
- Awareness of the structure and pastoral work of a Catholic diocese, including parishes, schools and central diocesan departments.

Additional Information

This job description is intended to describe the general nature and level of work required within the Diocese of Shrewsbury's finance function. It is not an exhaustive list of duties, and the postholder may be asked to undertake other reasonable tasks consistent with the role and the needs of the diocese, its parishes, schools and departments.

CV's to be sent to Pauline McCulloch recruitment@dioceseofshrewsbury.org

Closing date Friday 18 September 2026