A close up of a logo

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**DURHAM DIOCESAN BOARD OF FINANCE**

**Job Description**

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| JOB TITLE: | **ACCOUNTS OFFICER** |
| REPORTING TO: | **Finance Manager** |
| MENTOR: | **Senior Accounts Officer** |
| LOCATION: | **Cuthbert House, Stonebridge, Durham DH1 3RY** |
| HOURS: | **Full Time (35 hours per week)** |
| SALARY: | **Grade 4.1 £28,638.00** |
| DATE: | **May 2025** |

**Job Purpose**

To maintain financial records, process financial transactions and assist the Finance Manager and Senior Accounts Officer in producing financial information and accounts in a timely manner.

**Safeguarding**

The Diocese of Durham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

**Main Duties and Responsibilities**

1. Assist with the routine processing of Durham Diocesan Board of Finance (DDBF) accounts using the Sage financial software package to provide effective control of funds and work closely with the Senior Accounts Officer and Finance Manager to maintain accurate accounting records.
2. Responsible for use of the document management system Paperless to enhance and manage the approval flow of documents. Responsible for checking accuracy of invoices, nominal codes, funds and projects before uploading approved invoices into the finance system and other supporting systems as appropriate.
3. Responsible for setting up payments to suppliers and beneficiaries; the regular and timely recording and processing of cheque receipts; banking and bank reconciliations to Sage records.
4. Posting rental receipts and payments and accounting for annual council tax. Liaising with the property team to ensure the accuracy of council tax transactions, billing, property moves or changes in circumstances are reflected accurately within the Sage accounts system.
5. Liaising with church wardens and parish treasurers to ensure accurate and timely recording of statutory fees (weddings and funerals) and parish share receipts.
6. Provision of financial information and advice to budget holders (in particular the Property and Facilities Manager) and the Diocese’s Boards and Committees.
7. Work with colleagues to provide assistance and advice with external funded projects to maintain financial information within the relevant funds and project codes.
8. Work with colleagues to maintain purchase and sales ledgers and supplier payments.
9. Shadow the Senior accounts officer to provide cover to run the day to day and monthly production of the payroll.
10. Produce monthly, quarterly and year end schedules as required and liaising with auditors and the Board’s Financial Advisers as appropriate.
11. Work with the Property Team to ensure the property system, Decorus is aligned with Sage so that information is fully integrated to accurately link to the Decorus and Sage systems.
12. Undertake other reasonable duties commensurate with the role and the experience and skills of the postholder as requested, including providing cover for other team members as required.

**Key Relationships:**

Regular contact with Diocesan Property Department, Local Authorities, Bank personnel, Other Diocesan staff and officers including budget holders, HMRC, Parish Treasurers, Equivalent officers in the National Church Institutions.

**Budget Responsibility:**

No direct budget responsibility but required to set up payments through Sage.

**Common Duties and Responsibilities:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions. In addition, they must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for their health, safety and welfare.

**Confidentiality**

The post-holder must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager.

**Safeguarding**

This post-holder is required to hold a valid DBS, enhanced for children’s workforce, and will need to complete regular safeguarding training to the required level. When working in parish, the role must follow all necessary safeguarding processes at both parish and Diocesan level. If at any time the post-holder becomes aware of a safeguarding risk, they should report it immediately to the Diocesan Safeguarding Officer (DSO).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder becomes aware of a breach or potential breach of our commitment and policy regarding equality, diversity and inclusivity, they should report it immediately to their line manager.

**Person Specification**

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS AND TRAINING** |  |  |
| 1  2  3 | Good standard of written English and numeracy skills (at GCSE A – C level or equivalent).  Holds an appropriate accounting qualification (such as AAT) or actively working towards one.  A minimum of 3 years’ experience working in the finance department of a commercial, public sector or third sector business | Essential  Essential  Essential | A  A  A/I |
|  | **EXPERIENCE & KNOWLEDGE** |  |  |
| 4  5  6  7  8  9 | Experience of working in a busy office environment and managing office systems.  Experience of dealing professionally with a wide range of stakeholders, both internal and external.  Experience and knowledge of maintaining and using Excel spreadsheets.  Experience of working with Sage 50 or similar accounting software  Experience and knowledge of using databases or other information management systems such as Paperless and Decorus.  Experience of working with Sage Payroll | Essential  Essential  Essential  Essential  Desirable  Desirable | A/I  I  A/I  A/I  A/I  A/I |
|  | **SKILLS AND ABILITIES** |  |  |
| 10  11  12  13  14 | Personable manner and effective communicator.  Able to work on own initiative and demonstrate flexibility when required.  Accuracy and attention to detail.  Ability to meet deadlines for tasks  Good planning and organisational skills. | Essential  Essential  Essential  Essential  Essential  Essential | I  A/I  I  A/I  A/I  A/I |