



DIOCESE OF PAISLEY JOB DESCRIPTION



The Diocese of Paisley is looking to employ a bookkeeper on a permanent part – time basis. The position will report to the Finance Manager and will be responsible to the Bishop of Paisley and the Trustees. The role will also have close working relationships with the rest of the finance team and all parishes within the Diocese of Paisley.

The purpose of the job will be to assist the Finance Manager to prepare monthly management accounts for Paisley Diocese Parishes by maintaining a record of financial transactions on SAGE, ensuring that legal requirements are always met.

Key tasks will include:

- Accurately processing financial data via our accounting software system, Sage
- Balancing and maintaining accurate ledgers
- Liaising with parish priests and parish administrators regarding financial information required
- Communicating with suppliers to ensure creditor balances are reconciled with supplier statements
- Working with other members of the finance team to ensure accurate recording and analysis of financial information on a daily, weekly and monthly basis

The above will require the successful candidate to have strong communication skills, good attention to detail and be a team player.

Ideally, the successful candidate will have 3 - 5 years' experience in a similar role.

The role will involve working a minimum of 21 hours each week however the hours can be worked flexibly depending on the needs of the role and the post-holder.

Salary will be in the range of £22k - £24k pro rata

Please send your CV to recruitment.bookkeeper@rcdop.org.uk to apply for the role or to enquire if you would like any specific additional information about the job. All applicants that have been selected for interview will be contacted by Wednesday 24th March. Closing date for applications is Friday 19th March 2021.