



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Purchase Ledger Assistant
EMPLOYER:	Sheffield Diocesan Board of Finance
RESPONSIBLE TO:	Finance Director
RESPONSIBLE FOR:	N/A
CONTRACT DURATION:	Permanent

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Main Purpose of Role:

- To maintain and assist the Finance Director in maintaining the DBF's accounting records.
- To work closely with Church House budget holders to ensure accurate processing of invoices by project code for budget management purposes and to ensure prompt payment (high volume of property invoices).
- To undertake general administration duties.

Main Duties and Responsibilities:

- Recording of incoming cash, cheques and bank credits on to XLedger account package.
- Banking incoming cash and cheques as required.
- Processing payments, including scanning, analysis and coding, of purchase invoices and expenses on XLedger purchase and nominal ledgers through to payment.
- Checking and analysing weekly bank statements (multiple accounts) and reconciliation with XLedger accounts package.
- Processing Council Tax statements and payments and liaising with Local Authorities.
- Processing and reviewing rental income received in bank against expected.
- Keeping records of Parish share (common fund) and parochial fees and dealing with parish queries.

- Assisting with the provision of schedules and reports for the preparation of management and annual accounts using XLedger, Excel, Word and Powerpoint.
- Any other general accounts office duties normally associated with a role of this kind as required by the Finance Director.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION: FINANCE ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Key Attributes	<ul style="list-style-type: none"> • GCSE Maths and English Language A*-C • AAT part qualified (Level 1 or 2) or qualified by experience 	<ul style="list-style-type: none"> • AAT Level 3 or 4 qualification
Experience	<ul style="list-style-type: none"> • Experience of scanning documents efficiently • Ability to competently file both soft and hardcopy documentation. • Able to respond flexibly to a busy work schedule in a finance office environment. • Experience of prioritising work and working towards deadlines. • Experience of working as part of a team and supporting other team members. 	<ul style="list-style-type: none"> • 2 years recent and relevant experience in an account's office in a similar sized organisation to the SDBF
Skills & Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of processing accounts data and current or recently consolidated experience of this in the workplace. • Knowledge of integration of all areas of accounting records. • Literate and competent in using recognised accounting software. 	<ul style="list-style-type: none"> • Have a good understanding of the structure and nature of the Church of England

	<ul style="list-style-type: none"> • Skilled in the use of IT and competent user of MS Office (all applications, including excel) • Ability to reconcile bank accounts and statements • Ability to reconcile supplier invoices and statements and deal with queries from stakeholders • Be able to efficiently settle supplier payments • Ability to accurately code and process income, invoices and expenses. • Ability to generate regular periodic and ad hoc reports. 	
Personal	<ul style="list-style-type: none"> • Attention to detail whilst being able to see the bigger picture • Professional telephone manner • Good internal and external customer service skills • Empathy with the mission of the Church of England and ability to subscribe ethos and values of the diocese. • Commitment to continuous professional development (CPD) • Willingness to keep up to date with changes in accounting practices. 	