

THE PARISH OF ROMSEY



Email: parishoffice@romseyabbey.org.uk
Web: www.romseyabbey.org.uk
Phone: 01794 513 125
Vicar: The Reverend Thomas Wharton

Romsey Abbey
Parish Office
Church Lane
Romsey
Hampshire
SO51 8EP

PARISH FINANCE OFFICER - JOB DESCRIPTION

1. Place of Work: Romsey Abbey Parish Office
2. Hours: 4 hours (one morning or afternoon) per week all year round
3. Salary: £3,600 per annum (equivalent to £17.31 per hour)
4. Line Manager: The Treasurer - The person is employed by the Parochial Church Council (PCC), responsible to the Vicar or to the Churchwardens during an interregnum.
5. Duties of Post Holder
 - a. To maintain the parish accounts using SAGE Accounts Software.
 - b. To keep the parish accounting records up to date.
 - c. To prepare purchase invoices for payment and raise sales invoices as required.
 - d. To liaise with the parish administrative team in the office regarding financial matters.
6. Person Specification, we are looking for someone who has:
 - a. A high level of computer literacy and awareness.
 - b. Proven finance and book keeping experience.
 - c. High level of familiarity and competency with SAGE
 - d. Ability to deal effectively and professionally with a wide range of people.
 - e. Ability to deal with confidential information.
 - f. Good communication and interpersonal skills in person, writing and on the phone.
 - g. Ability to prioritise need and to work under pressure.
 - h. Ability to work independently and as part of a small team.
 - i. Willingness to, and or experience of, working with volunteers.
 - j. Ability to plan strategically and respond flexibly to change.
 - k. An understanding of or willingness to learn about the day to day workings of a local church and sensitivity to the Christian faith.

Closing date: 31st July 2024

Interviews in Romsey: By arrangement in August 2024

Start date: As soon as possible from late August

There are 6 working days (of 4 hours) of annual leave per year.

There is a 6 month probationary period.