



# THE SWANSEA AND BRECON DIOCESAN BOARD OF FINANCE



## JOB DESCRIPTION

(F/T or P/T 20-35 hours per week – flexibility available for the right candidate)  
Permanent contract

<b>JOB TITLE:</b>	Finance Assistant
<b>GRADE:</b>	C
<b>RESPONSIBLE TO:</b>	Finance Officer
<b>LOCATION:</b>	The Diocesan Centre, The Cathedral Close, Brecon LD3 9DP / Remote Working
<b>PURPOSE:</b>	To assist the Finance Officer in the day-to-day running of the Finance function and to support the effective operation of the Diocesan Centre and Diocesan activities,
<b>MAIN WORKING CONTACTS:</b>	The Diocesan and Provincial Staff, The Bishop and Clergy, Parish Officers, DBF Advisors and Accountants.

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## **MAIN TASKS AND RESPONSIBILITIES**

- To be the first-line contact for financial enquiries received by e-mail or telephone or in person, responding as appropriate.
- To undertake book-keeping duties using the SAGE financial software system; such duties would include but are not restricted to:
  - Maintaining the Purchase Ledger including
    - Supplier invoice processing
    - Preparing and processing supplier payments
  - Maintaining the “Sales” Ledger including
    - Recording and processing receipts
    - Prepare collections reports for Clergy and Management review
  - Bank postings and preparation of monthly bank reconciliations
  - Post monthly journal adjustments
  - Processing expense claims
  - Maintaining Petty Cash
  - Actioning routine reminders of invoices and statements
- To administer and process the payroll for the DBF and two other related organisations
- To administer clergy moves
- Maintaining the Finance filing system and assist with the move to an electronic filing system
- Recording minutes and meeting notes on Finance related topics
- At the discretion of the Finance Officer, any other duties reasonably required of the role.