

## **The Sacred Heart Church and Jesuit Community** **Finance Administrator – Job Description**



The main duties are as follows:

### **Accounts**

Controlling the accounts belonging to: Sacred Heart Parish, Jesuit Community and Edinburgh Jesuit Centre. Involves keeping the cash books up to date, transferring entries to the Money Manager System and producing reports and year end accounts as appropriate.

The Sacred Heart parish yearly accounts (year end Dec. 31st) are sent to the Archdiocese of St. Andrews & Edinburgh in February each year and are overseen by the Parish Priest and the Parish Finance Committee, usually with interim reports each 2/3 months.

The Jesuit Community and Edinburgh Jesuit Centre accounts both run from October 1st to September 30th. These accounts ultimately are the responsibility of the Jesuit Province HQ in London but are usually overseen by the Jesuit Superior or Director of the EJC in Edinburgh by producing 2 monthly reports. In addition, a Community budget is prepared each year for the Province.

### **Salaries**

Operate the salary and pensions system for Jesuit staff in Edinburgh (currently 7/8). This involves using the HMRC PAYE Basic Tools system each month and keeping records of pay and deductions for both employees and employer. Submissions are made to HMRC for PAYE and to B&CE for the Jesuit Peoples Pension scheme each week. At the end of each tax year, it is required to make annual submissions to HMRC and to prepare the start of the new tax year, particularly with amendments to pay rates and pensions.

### **Banking**

Oversee the Parish and Community bank accounts, including processing bank statements and taking information from the online banking system for accounting use. Salaries are also paid using the online banking facilities of Lloyds and other transfers are required for monthly transfers between the Parish, Community and Jesuit central accounts, as well as for occasional payments to suppliers.

### **Parish Collections, Cash Handling/ Gift-Aid**

These are usually processed on Mondays with the help of volunteer counters. Records are kept of weekly collections, special collections, and the various cash boxes at the back of the Church.

The cash is prepared for bank deposit along with the Parish cash box, which will usually also contain income from various other sources (principally Hall or room fees). Petty cash vouchers and receipts are used to keep track of expenditure on smaller day to day items, and to reconcile the cash box at least once per month.

The Finance Administrator is also responsible for managing the gift-aid programme for the Parish.

### **Bill Payments**

Execute overall control of payment of invoices and monthly statements for both the Parish and Community. This involves some checking of the accuracy of bills from delivery notes, especially for Community supplies. Checking of invoices for catholic newspapers and magazines also includes claiming for unsold copies and ensuring credit notes are issued where required.

### **Monthly Parish/Community Reconciliation**

Expenditure is often shared between the Parish and Community, especially for salaries, gas use, maintenance, and telephones. A record needs to be kept of amounts to be repaid, one way or the other, between them. This monthly reconciliation is approved by the Parish priest or Head of the Community, and then repaid usually at the end of the month.

### **Quarterly Jesuit Province Claim**

Certain payments or receipts for the Community are the responsibility of the Province, such as mass stipends and travel to Province meetings. These are collected each quarter and a claim made of money owed to or from the Province.

### **Community Credit cards**

The expenditure on credit cards needs to be allocated to the appropriate cost code each month. Credit card statements are distributed to community members and should be returned before the end of the month with a note of payment types. Some of these expenses may need to be reclaimed from the Province or from the Parish via the above monthly reconciliation

### **Handling of E-mail**

The main parish e-mail [sacredheartfinance@jesuit.org.uk](mailto:sacredheartfinance@jesuit.org.uk) is handled by Outlook Express on the Finance administrator's computer. This involves identifying and dealing with invoices, statements, and other financial matters. Other emails are forwarded to Jesuits or colleagues or deleted.

### **Hours of Work**

20 hours per week

### **Salary**

£13k

### **Probationary Period**

Six months – at which point there will be an evaluation.