

Parish Finance Administrator

APPLICANT BRIEFING PACK

February 2026



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

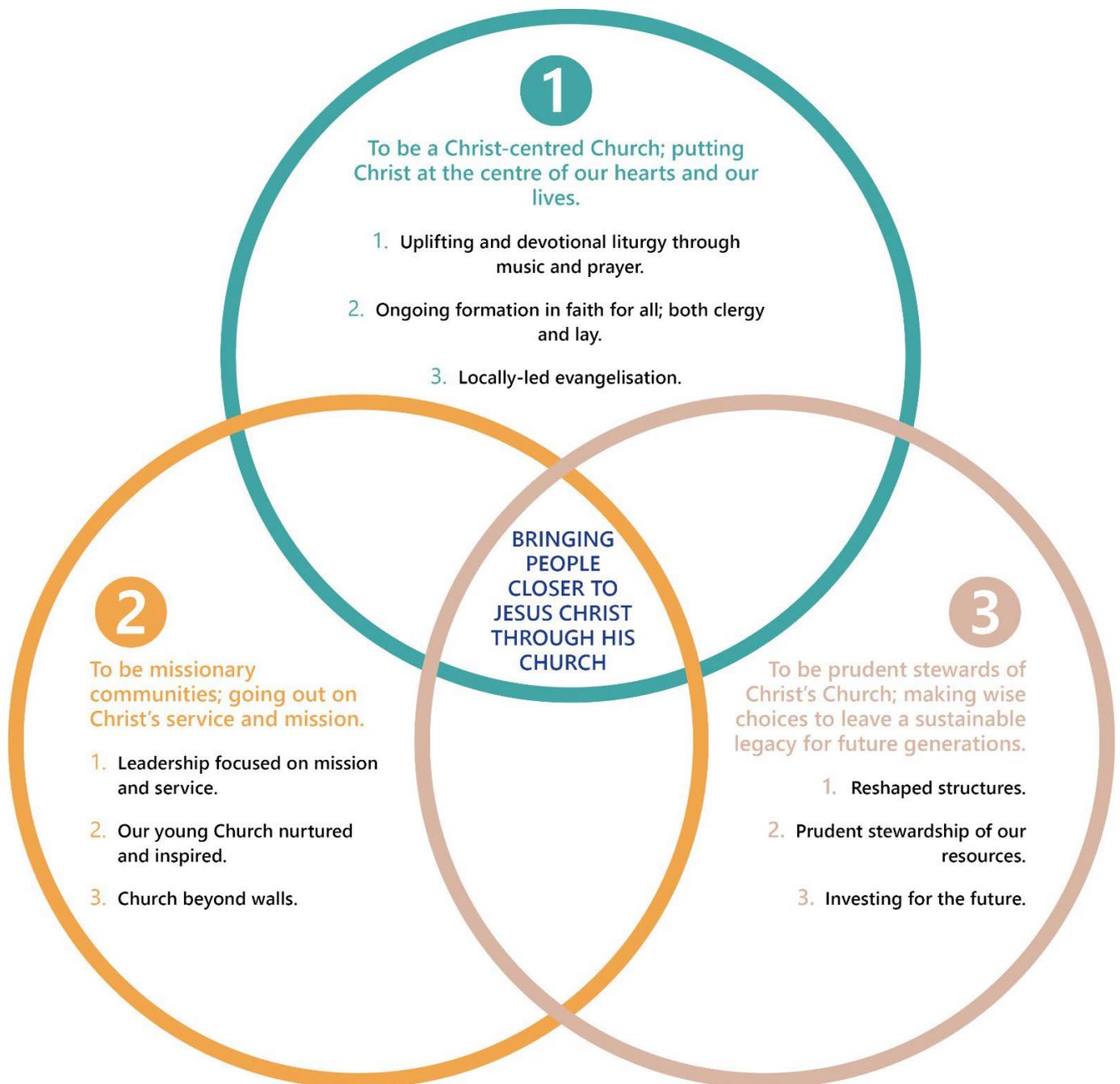
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

English Martyrs Parish is seeking a Parish Finance Administrator. To provide financial management for the parish, ensuring sound stewardship of resources and effective support to the Parish Priest in the administration of the parish.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Pastoral Area
- Parish volunteers and employees
- Parishioners and visitors
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- External suppliers and contractors

3. Main Duties

Parish Financial Management

- Prepare and manage the parish budget for approval by the Parish Priest and Finance Committee.
- Produce, Implement & update a 5 Year Cash Flow plan for approval by the Parish Priest and Finance Committee.
- Prepare quarterly accounts and reports for Finance Committee meetings and attend these meetings.
- Prepare monthly and annual financial reports for the Parish Priest and Finance Committee, ensuring transparency and compliance with diocesan requirements.
- Maintain accurate and up-to-date financial records, including income, expenditure, and bank reconciliation using the approved Diocesan Finance System (currently XERO).
- Liaise with and provide financial information to the Diocesan Finance team as required.
- Oversee the collection, counting, and banking of offertory and other parish income, ensuring proper procedures are followed.
- Supervise Parish counting team, assisting with bank deposits where necessary.
- Raise and process invoices, payments, and reimbursements in a timely and accurate manner.
- Support the Parish Priest in fundraising and stewardship initiatives, including second collections, campaigns, and appeals. Liaising with the Diocesan Fundraising Officer as appropriate.
- Promote and ensure the routine availability of digital giving platforms for donors, including online and planned giving routes.

Applicant Briefing Pack – **Parish Finance Administrator**

- Ensure compliance with diocesan policies for clergy payments and oversee the monthly processing of income and expenses.
- Process quarterly Parish Gift Aid submissions while ensuring compliance with Gift Aid regulations.
- Provide an annual Finance Overview, for approval and distribution to the Parish.

Governance and Compliance

- Ensure compliance with all diocesan policies.
- Maintain an asset register and full inventory, ensuring appropriate insurance coverage for parish properties and equipment.
- Notify the Estates Department regarding insurance-related matters.
- Assist the parish priest in preparing reports and documentation for diocesan audits and reviews.

Volunteer Coordination

- Provide support and guidance to parish volunteers involved in finance and property maintenance.
- Organise and oversee rotas for volunteers assisting with financial tasks.

Other Responsibilities

- Assist in the preparation of reports for parish meetings, including the Parish Finance Committee and Parish Group Coordinators meeting.
- Attend Finance Committee Meetings and take notes
- Attend Pastoral Area Finance Group meetings
- Attend Parish Group Coordinators meetings
- Provide general administrative support to the Parish Priest as required.
- Undertake any other reasonable duties as requested by the Parish Priest.

Maintain confidentiality and exercise discretion.

4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.

Parish Administrator – Person Specification

Competence, Expertise and Knowledge:	
Essential	<ul style="list-style-type: none">• Proven experience in financial administration, budgeting, and record-keeping.• Strong organisational and problem-solving skills, with the ability to manage multiple priorities.• High level of proficiency in IT, including Microsoft Office and financial software.• Excellent communication and interpersonal skills, with the ability to engage with people at all levels.• Valid UK Right to Work.
Desirable	<ul style="list-style-type: none">• Formal qualification in financial management, bookkeeping, or accounting.• Knowledge of the values and teachings of the Catholic Church.• Experience working in a parish, charity, or non-profit organisation.• Knowledge of Xero Accounting software• Familiarity with diocesan policies and procedures, or a willingness to learn.• Knowledge of safeguarding and data protection practices.• Valid driving licence and access to a vehicle.

Salary, Benefits & Location

Salary: £5,642.52 (FTE £26,449.31)

Contract: Permanent, Part-time

Hours: 8 hours per week, 1 day a week

Location: English Martyrs Parish, Reading

Reports to: Parish Priest

Direct Reports: 0

Benefits

25 days holiday plus bank holidays (pro-rata)

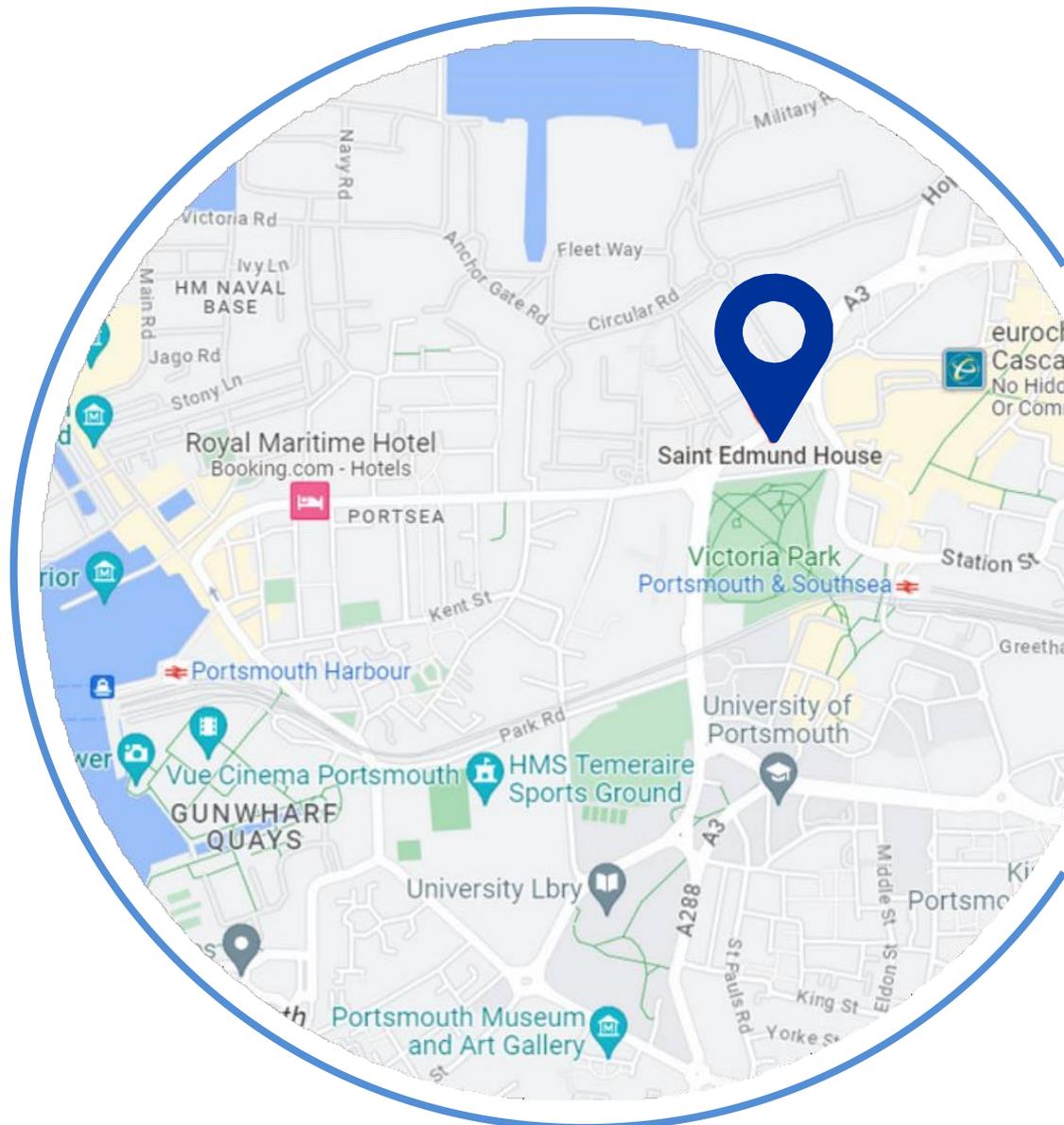
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'English Martyrs Parish Finance Administrator' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is 29th March 2026.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

