

Diocesan Vacancies

Vacancy – Parish Bookkeeper – 1 Part Time Post. Location: Homebased Plymouth area with extensive travel in the Plymouth area, Devon. Hours: 3 days per week (21 hours) worked during normal office hours. Salary: £26,000 per annum FTE pro rata'd (Actual salary £15,600 per annum). The Diocese of Plymouth is seeking to recruit a Parish Bookkeeper to work as part of the Parish Finance Team. Reporting to the Parish Finance Team Leader, this role is responsible for maintaining the parish accounts on our online parish accounts system, keeping entries up to date and reconciled, including bank accounts and donations (restricted and non-restricted). The Parish Bookkeeper is also responsible for preparing the year end entries, Gift Aid returns and monitoring the restricted income and expenditure. Candidates must be AAT qualified or part qualified CCAB i.e. ACCA, ICAEW, CIMA or CIPFA. Experience of preparing accounts using computerised accounting system is essential, and also the use of Microsoft Office applications, in particular Excel. Candidates should possess a professional and flexible attitude to work, and the empathy to work in a faith environment. For a copy of the job description please contact the HR Department by email on recruitment@prcdtr.org.uk or call 01364 645383. Applications are by application form and covering letter. The closing date for applications is Monday 11th October 2021. Interviews will be held during week commencing 18th October 2021.

Vacancy: Safeguarding Administrator (part time) – 1 post. Location: St. Boniface House, Ashburton, Devon with some home working to meet COVID Secure requirements. Salary: £11.39 per hour pro rata'd to 3 days (Actual Salary £12,438 per annum) FTE £20,730. Hours: 3 days a week preferably Monday, Tuesday & Wednesday. The Safeguarding Administrator works as part of the Diocesan Safeguarding Team delivering measures to ensure the safety of the young and vulnerable within the Diocese. The successful applicant will have a good understanding of Microsoft Office, a high level of IT fluency and an ability to learn new IT systems. The role deals with highly confidential information therefore knowledge of Data Protection would be an advantage. The post holder will be trained and accredited to manage the Disclosure and Barring Service Checks (DBS). The Safeguarding Office deals with distressing information and applicants need to be aware of this and be emotionally resilient. All staff undertake mandatory counselling. This exciting, varied and challenging role assists the implementation of safeguarding policy and practice in responding to and preventing abuse. For an informal discussion, please contact the Safeguarding Co-ordinator Robert Brown on robert.brown@prcdtr.org.uk or Annette Moody-Burkinshaw on annette.moody-burkinshaw@prcdtr.org.uk. The job description and person specification are obtainable from the HR Department on 01364 645383 or email recruitment@prcdtr.org.uk. Applications are by application form and covering letter. The closing date is Monday 4th October 2021. Interviews will be held on Wednesday 13th October 2021. **The appointee to this post will be subject to an enhanced clearance through the Disclosure & Barring Service.**