

Missionary Society of St Columban

Job Title – Regional Bursar



Job Title:	Regional Bursar
Place of work:	Columban Mission Office, St. Columban's, Widney Manor Road, Solihull B93 9AB
Reporting to:	The Regional Director
Contract:	Permanent Contract
Days/Hours:	Part time: 27.5 hours per week to be worked over 5 days, Monday to Friday, 9.00 AM to 3.00 PM. Flexibility within working hours will be considered.
Salary range:	£22,000-26,000 per annum depending on experience. ¹

Job purpose

Providing exemplary financial management and support to the Trustees and employees of the Society of St. Columban in Britain. Manage all financial and accounting practices of the Charity.

Key responsibilities

- Manage payroll system.
- Prepare quarterly VAT returns.
- Administration and management of SAGE accounting system.
- Prepare annual financial accounts and statutory returns.
- Manage invoices and receipts.
- Oversee day-to-day cash management.
- Manage Charity accounts
- Maintenance of financial records
- Manage annual budget and financial statements.
- Handle annual financial audits.
- Financial management of the Charity's property and buildings.
- Manage charity purchases and inventory.
- Prepare regular financial reports for the Regional Director, the Trustees and budget holders.
- Financial planning and preparation of cash flow forecast reports.

A Person Specification for this role is provided overleaf.

To find out more about the role please email hr@columbans.co.uk and we will contact you as soon as possible.

Deadline for applications – Midnight on Monday 14th June 2021.

¹ Full-Time Equivalent £30,000-35,000 per annum

Person Specification

Criteria	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • AAT level 4 (professional diploma in accounting) or equivalent is a minimum requirement. 	<ul style="list-style-type: none"> • Additional qualifications or training relevant to the role's purpose and key responsibilities.
Experience	<ul style="list-style-type: none"> • Strong experience of payroll systems. • Working experience of SAGE accounting system. • Solid finance experience within a similar environment. 	<ul style="list-style-type: none"> • Employment/volunteering in a charity or Catholic organisation. • Experience of working in a small office/team.
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of Charity financial and statutory laws. • Sound knowledge of financial and Charity practices. • Good knowledge of accounting procedures and best practices. • Working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> • Knowledge of the Catholic Church and the charitable aims of the Columbans.
Skills and aptitudes	<ul style="list-style-type: none"> • Knowledge of relevant Finance policies and procedures. • Knowledge of the best practice on various accounting activities. • Excellent communication and presentation skills. • The written communication skills to produce succinct correspondence and reports. • The ability to research, analyse and reason logically within tight and conflicting timeframes. • Experience in providing advice and support to senior managers. • The ability to organise and manage your time effectively. • An effective team player who demonstrates a versatile and flexible approach. 	
Attitude	<ul style="list-style-type: none"> • Maintain poise under pressure. • Self-motivated • Ambitious • Problem-solver • Flexible • Enthusiastic & friendly • Proactive and takes initiatives. • Approachable 	

Please use the application form and process to demonstrate how you fit the person specification and your ability to perform the key responsibilities of the role.