



DOWN and CONNOR DIOCESAN TRUST

VACANCY

DIOCESAN CURIA OFFICE

DIOCESAN ASSISTANT FINANCE OFFICER X 2

An opportunity has arisen within our Finance Team to recruit two Diocesan Assistant Finance Officers, who will be required to provide guidance on financial accuracy, internal controls, and regulatory compliance across the Parish network. We see this as an exciting and challenging opportunity to play an integral part of the Diocesan Finance Team, where the role holders will have responsibility for delivery of annual Parish Statutory accounts, on-site audit support and training across our Parishes.

This is a hybrid role to be based at the Curia Office, 75 Somerton Road, Belfast, BT15 4DE, but you will also be required to work across the Parish Network, along with an element of Homeworking.

The terms are based on a permanent appointment for 35 hours per week. Monday to Friday from 9.00am – 5.00pm.

Salary: Will be considered within the range of £25,000 to £35,000 gross per annum – commensurate upon experience.

Full details relating to the vacancy can be found on the Diocesan website at: <http://www.downandconnor.org> clicking on the tab: [job vacancies](#) and on the Community NI and [nijobs.com](#) websites, where terms and conditions relating to the role can also be accessed by way of a Role Profile and Employment Application form.

We welcome applications from anyone who feels they meet the criteria as presented and are interested in playing an active role within the Diocese of Down and Connor.

Closing date for applications will be 12.00 noon on Thursday 6th October 2022

Down and Connor Diocesan Trust is an Equal Opportunities Employer