



DOWN and CONNOR DIOCESAN TRUST

DIOCESAN CURIA OFFICE

VACANCY

DIOCESAN ASSISTANT FINANCE OFFICER

An opportunity has arisen within our Finance Team to recruit into the role of Diocesan Assistant Finance Officer. Working closely with our Financial Controller (Parishes), you will be required to provide excellent book-keeping support to the Finance Function within the Diocesan Trust. We see this as an exciting and challenging opportunity to play an integral part within the Diocesan Finance Team, where the role holder will undertake relevant transactional financial duties, through the implementation of robust and accurate accounting treatments and processes.

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 £28,000 to £32,000 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 finance function of the Diocese of Down and Connor.

Closing date for applications will be 12.00 noon on Tuesday 23 September 2025

Down and Connor Diocesan Trust is an Equal Opportunities Employer