

Financial Administrator

Introduction

The Latin Mass Society (LMS) is the leading organisation in England and Wales campaigning for wider provision of the Extraordinary Form of the Roman Rite in accordance with the Holy Father's wishes, as expressed in *Summorum Pontificum* (2007) and *Universae Ecclesiae* (2011). Apart from a small office in central London, the LMS has a network of local representatives in the dioceses of England and Wales who are responsible for organising Masses, pilgrimages and other events in their areas. In addition to arranging Traditional Latin Masses, days of devotion and pilgrimages, the LMS has, in recent years, taken a leading role in training priests and servers in the Extraordinary Form, promoting Gregorian Chant and the Latin language and campaigning in the media for the Traditional Mass. Its activities are set to continue increasing in the future.

Financial Administrator

The Financial Administrator will work in our central London office at Holborn and will report directly to the General Manager. He or she will be responsible for ensuring accurate maintenance of the LMS's financial records.

Main duties and responsibilities:

- Ensuring accurate maintenance of the LMS's financial records
- Recording incoming cheques and payments
- Paying in cheques and other moneys to the bank
- Payment and recording of invoices and expenses claims
- Supervision of payroll system
- Reconciliation of bank accounts
- Preparation of financial statements as required by the General Manager, Officers and Auditor
- Answering the phone and providing basic cover when the Office Co-ordinator is away.

Qualifications/requirements

- Experience of using SageLine 50
- Experience of financial administration
- He/she will possess good IT skills including the ability to work with Excel spreadsheets.
- He/she will possess good organisational skills and be clear and methodical in his or her approach.
- As the post involves access to some confidential information, the successful candidate must be able to respect confidentiality at all times.
- He/she will have a good telephone manner.
- Some knowledge of the Traditional Catholic environment would be an advantage.

Hours and Salary: 2 days a week at £12 per hour

How to apply

Applicants should submit a curriculum vitae and an accompanying letter in which they should set out why they wish to apply for the post and what knowledge, skills and experience they have that suits them for the vacancy. Applicants should send their applications by email or post to:

michael@lms.org.uk

or:

Michael Lord
General Manager
Latin Mass Society
11-13 Macklin Street
London WC2B 5NH

Deadline for applications

The deadline for receipt of applications is Sunday, 20th November 2011. We anticipate that interviews will be held during the week commencing Monday, 28th November 2011.