

Job announcement

Position Title: Finance and Administrative Officer

About us

The Cenacle sisters were founded in 1826 in Lalouvesc, France, by Saint Thérèse Couderc and Father Stephen Terme. Today it is an international congregation with more than 110 sisters in the province of Europe-Togo and located on several countries, of which the Congregation of Our Lady of the Retreat in the Cenacle CIO, based in Liverpool.

The Cenacle CIO, a charitable organisation, is seeking an experienced administrative professional interested in working within a Catholic congregation to provide financial and administrative support services.

Job Description

Based in Liverpool, the Finance and Administration Officer will be also part of the Europe-Togo Treasury Service, located in Paris. Therefore, she / he will be a key link between the countries of England & Ireland and the headquarter in Paris.

The Finance and Administration Officer provides, for the countries of England and Ireland, timely, efficient, and accurate bookkeeping services for the Communities and provincial treasury service, manages accounts payable, general ledger, payroll and financial databases; and prepares other required reports.

She / he will also oversee the financial and real-estate assets, notably ensuring the implementation of a comprehensive property maintenance program with the support of external consultants.

She / he will ensure that all regulatory requirements are done in compliance with the local laws (GDPR...).

The successful applicant

- Minimum of a Diploma of Higher Education in accounting from an accredited educational institution
- A minimum of 5 years' experience in accounting, payroll and in the management of financial system, budgets and financial reporting
- Demonstrated proficiency in computer skills including MS Word, Excel and accounting software (EBP – accounting software - knowledge will be an asset or ability to learn)
- Strong organizational skills demonstrated ability to prioritize work, initiative and attention to details and accuracy is critical.
- Strong oral and written communication skills in English and French

- Ability to work in a team environment and to maintain confidentiality
- Helpful, cheerful and diplomatic attitude for relating with the congregation's members, including good face-to-face, written and phone communication

What's on offer

An exciting role for a Finance and Administration Officer based in Liverpool in a small but efficient team.

Reports to:	The Europe-Togo Deputy Provincial Treasurer for financial issues.
Works closely with:	Cenacle sisters, Staff members, Liverpool House Manager
Type of position:	Permanent, part-time
Schedule:	Approximately 15-20 hours per week
Salary:	Commensurate with experience
Holidays:	Statutory leave entitlement

How to apply

Interested and qualified applicants should submit a cover letter and resume with salary requirements to: gestion.cenacleft@gmail.com