

DIOCESAN ACCOUNTANT

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

CRSS CLG invites applications for the post of Diocesan Accountant in the Catholic Diocese of Cork and Ross. The Employer is CRSS CLG, a registered charity whose mission is to establish, maintain and coordinate employment services and facilities for the Diocese of Cork and Ross. This is a full-time permanent post based at The Cork and Ross Diocesan Offices, Redemption Road, Cork, T23PXDO.

The Diocese of Cork and Ross complies with church law and its canonical requirements in its stewardship of material assets. The Diocese, in the form of four charitable trusts, also complies with the requirements of the Charities Regulatory Authority.

The successful candidate will be familiar with SORP and have responsibility for accounts preparation, implementing and overseeing financial strategy and compliance, including budgeting and engagement with external auditors. The role also includes supporting the 68 parishes which are configured into 16 families of parishes.

The successful candidate will report to the Bishop of the Diocese and will work in collaboration with other diocesan personnel, in support of parishes and clergy across the Diocese to ensure the well-ordered stewardship of Diocesan finances and resources.

The person appointed to this post will be aware of the ethos of the Diocese of Cork and Ross and will respect that ethos in the discharge of their contractual duties with CRSS CLG.

KEY RESPONSIBILITIES

Operational

- Maintain day-to-day accounting records on a computerised package, prepare reconciliations and oversee payroll costs, expenses and financial transactions, ensuring accurate record keeping as well as being responsible for payment of liabilities in compliance with prompt payment legislation.
- Prepare and present the quarterly management accounts, budgets, and other required financial and business reports for the Diocese as required.
- Prepare annual consolidated accounts for both the Diocese and parishes in accordance with recognised financial reporting standards, charity and company law.
- Management of all Diocesan bank accounts and investment portfolios as

directed by the Bishop in consultation with such other persons and bodies as the Bishop may direct from time to time.

- Subject to such directions as the Bishop may give from time to time, oversee and review insurance cover on diocesan properties and properties held in trust.
- Liaise with the diocesan auditors as required.
- Ensure all statutory and other returns are lodged.
- Negotiate and liaise with service providers on behalf of the Charity.

Strategic

- Design and implement diocesan financial priorities in line with its pastoral plan and future strategic opportunities.
- Develop, implement and maintain appropriate financial procedures, controls and structures to deliver the effective, economical and efficient management of Diocesan funds and review of their effectiveness.
- Develop, implement and review the strategic vision plan and funding targets for the Charity as approved by the Bishop and Leadership Team.
- Prepare funding applications and report as appropriate.
- Provide leadership, management, strategic direction and training to Parish Finance Committees.

Regulatory Compliance

- Liaise with the Trustees to maintain and manage the diocesan financial risk register to ensure effective management of identified risks and remedial action where necessary.
- Oversee risk management strategies, internal controls and fraud prevention, ensuring that financial and operational risks are identified and managed.
- Develop, update and adhere to relevant policies and procedures and internal financial controls.
- Ensure that Diocesan practices, procedures and policies are in line with relevant elements within the Governance Code.
- Ensure that all diocesan trusts comply with the Charities Regulatory Authority annual reporting requirements.

ESSENTIAL CRITERIA

Qualifications and Experience

- A member of a recognised accountancy body such as ACA, ACCA or CIMA.
- Five years post-qualification experience with the requisite knowledge and ability for the proper discharge of the duties of the post.
- A third-level qualification in a discipline adjudged relevant to the post by CRSS CLG or work experience of a kind, level and duration adjudged equivalent by CRSS CLG.
- Experience and proficiency in accounting software systems.
- Extensive working knowledge of financial regulations including Charities SORP.

- Show evidence of self-motivation and direction with a proven track record of delivering results.
- Possess excellent interpersonal and communication skills and have the ability to work with people in an empathic manner.
- Strong organisational skills, specifically: an ability to plan and work efficiently to establish own priorities, allocate time and effort accordingly and identify and overcome possible obstacles to planned achievement.
- A clean current driving licence and use of a car.

This job description is a guide to the duties expected of the employee. The nature of the position requires flexibility and adaptability to change as the duties may vary from time to time. The employer reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in this initial job description.

How to Apply:

Completed Application Form (Not CV) to be returned via electronic mail to jk.crss@gmail.com

Closing date for receipt of completed Applications for this post is: 12 noon on Wednesday, 12th November, 2025.

Salary will be commensurate with qualifications/experience. Candidates will be selected following an interview process Shortlisting may apply

*Further Information about this post with detailed **Job Description** and **Application Form** are available to download on www.corkandross.org or via email from CRSS CLG : jk.crss@gmail.com*

Or see Attachment below for Information for Candidates and Application Form