



# THE DIOCESE *of* GALLOWAY

## **DIRECTOR OF FINANCE**

**21 HOURS PER WEEK: £50,000 FTE**

A unique and exciting opportunity has arisen for the post of Director of Finance for the Roman Catholic Diocese of Galloway, to look after all aspects of the financial management of the diocese, which is a registered Scottish Charity.

Based in our office in Ayr, but with room for flexibility for agreed home working, and working circa 21 hours per week, this would be an exceptional opportunity for a qualified Accountant who may be looking to work part time.

The diocese operates a central function whilst providing support to 36 parishes throughout Ayrshire and Dumfries and Galloway.

The key duties of the role include:

- Production of annual financial statements for audit and filing with OSCR
- Production of accurate quarterly and year end accounts by taking responsibility for all accruals, prepayments, fixed assets, cashflow and trial balance, as well as the consolidation of parish year-end financial returns
- Budgeting and forecasting
- Timely and accurate production of charity returns to OSCR
- Production of journals and bank account reconciliations
- Liaising with bankers, solicitors, insurers and investment bankers
- Support to parishes regarding financial matters
- Management of the Finance Assistant in carrying out their duties

The ideal candidate will:

- Be educated to degree level and hold a relevant professional accountancy qualification (CA, ACCA, CIMA)
- Preferably have experience or knowledge of charity accounting methods and familiarity with the Charity SORP
- Manage a centralised payroll system for diocesan and parish staff

- Be a competent and capable user of the Microsoft Suite and possess a strong knowledge of computerised accounting systems, including Sage and Xero
- Be a capable communicator, able to work with stakeholders at all levels

The successful candidate will enjoy first class working terms and conditions, including a competitive salary, 7 weeks holiday (pro rata), and membership of a group pension scheme.

Applicants are invited to submit a current CV and covering letter explaining their suitability for the post by email to [administration@rcdg.org.uk](mailto:administration@rcdg.org.uk), no later than 5.00pm on Friday 20<sup>th</sup> March 2026.