



**Accounts Assistant**  
20 hours per week

We are looking for someone to join our small, friendly team at the Diocesan Office in St Albans. Responsibilities include data input, processing receipts and payments, nominal ledger posting and other clerical duties. Computer literacy, an eye for detail and ability to work to deadlines essential.

Salary £24,916 – 28,307 pro rata  
plus generous pension

Further details are available at  
[www.stalbans.anglican.org/diocese/other-vacancies](http://www.stalbans.anglican.org/diocese/other-vacancies)

**Closing date: 12 noon – 21<sup>st</sup> September 2020**