

Finance and Admin Assistant

Based at Church House, Penrith, Cumbria

- *Are you well organised, numerate and confident working across finance and administration?*
- *Do you enjoy supporting a busy team, keeping projects on track and helping others to do their best work?*

The Diocese of Carlisle is looking for a **Finance and Admin Assistant** to support the effective running of our diocesan Programme Management Office (PMO) and to facilitate our quarterly finance claims.

As part of the *Programme and Strategy* team and reporting to both the Head of Programme Management and the Head of Finance, you will play a key support role in the day-to-day running of the PMO and in the collation of quarterly grant claims. You will work closely with the Head of Finance to draft the Diocese's quarterly grant claims, coordinate meetings and paperwork for the PMO, act as first point of contact for the Programme Office (including managing its email account) and support the wider PMO team with limited programme and project management activity as needed.

You will also work collaboratively with other administrative support roles across the Diocese, helping to ensure continued cover and extra capacity where it is needed.

This is an ideal role for someone with a good head for numeracy, strong administrative skills and the ability to multi-task and prioritise across a varied workload. You will be highly competent in Microsoft Office and Excel, with a good standard of literacy and strong written and oral communication skills. Experience of collecting financial claims for grant applications, or of working in a Programme Management Office or project environment, would be an advantage, as would an awareness of the Church of England and its structures.

This is a part-time position of 28 hours per week (0.8 FTE)

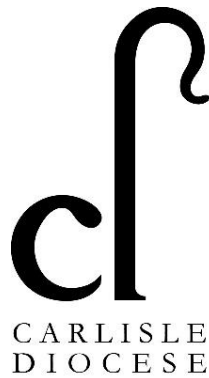
Salary £31,795 FTE (£25,436) plus 15% non-contributory pension

Closing date for Applications: 3rd October 2026

Interviews: Church House, Penrith 14th October 2026

Diocese of Carlisle, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 807777 | Fax: 01768 868918 | www.carlisle-diocese.org.uk

The Carlisle Diocesan Board of Finance Ltd | Reg in England: Charity 251977, Company 39625



For an informal chat about this role, please contact Gillian Elliot (Programme Manager) by emailing Gillian.elliott@carlislediocese.org.uk

Completed application forms should be returned to HumanResources@Carlislediocese.org.uk

Carlisle Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.