

DIOCESE OF BATH AND WELLS – ACCOUNTS DEPARTMENT

The Accounts Department for the Diocese of Bath and Wells is based at The Old Deanery, Wells. The names and contact details of its staff members - as at 23 January 2012 – are noted below, together with a summary of 'who does what'.



Nick May, Accountant

Tel no: 01749 685112

E-mail: nick.may@bathwells.anglican.org

- Annual statutory accounts - presented to Diocesan Synod
- Annual budget - approved by Diocesan Synod
- Balance sheet and cash flow management
- Financial planning, policies, processes and procedures
- Financial analysis, information and decision support



Chris Gould, Deputy Accountant

Tel no: 01749 685136

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- Accounting for Diocesan Board of Finance
- Day-to-day management of Accounts Department
- Management accounts
- Treasury – management of daily funds/cash
- Training and advice for Treasurers



Sally Westlake, Assistant Accountant

Tel no: 01749 685139

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- Accounting for Schools and Trusts
- Old Deanery staff payroll and pensions
- Trust investment records and year end accounts
- Charitable and Discretionary Funds
- School Funding – income (DFC/LCVAP) and expenditure



Jessica Davies, Accounts Assistant

Tel no: 01749 685126

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- Accounts Receivable - Parish Share and Glebe rents
- Clergy matters - stipends, grants, moves & vacancies
- Assigned fees and fee audits
- Parish returns - annual accounts, statistics for mission
- Accounting for Fund for Church Growth and Zambia



Juliette Hill, Accounts Payable Controller

Tel no: 01749 685148

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- Supplier invoices, expenses - processing and payment
- Processing receipts - cheques, direct debits, cash
- Bank reconciliations
- Clergy council tax and water rates
- Central office recharges, petty cash



Richard Illidge, Accounts/Administration Assistant

Tel no: 01749 685125

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- Preparation of Bishop's Palace Trust monthly accounts
- Statistical analysis of accounting data
- Assistance with Assigned Fees
- Assistance with processing assigned fee returns
- Assist Deputy Diocesan Accountant and other ad hoc duties as required