



## Application Pack for the post of Diocesan Finance Officer

### Job Description

<b>Job Title:</b>	Diocesan Finance Officer
<b>Reporting to:</b>	Diocesan Secretary
<b>Managed by:</b>	Diocesan Secretary
<b>Based:</b>	Diocesan Office, St. Asaph

### Job Purpose

To support the Diocesan Secretary in the effective and efficient financial management of the Diocese. To meet all the accounting and reporting requirements of the Diocesan Board of Finance, the Charity Commission, Companies House and HMRC. To provide management information that supports the development and delivery of diocesan and mission area strategy.

### Key Responsibilities

1. To contribute to the strategic financial management and planning of the Diocese of St Asaph and its Mission Areas
2. To manage the internal financial reporting systems of the Diocese of St Asaph
3. To manage the external financial reporting systems of the Diocese of St Asaph
4. To help Mission Areas and churches develop effective financial management processes and systems

### Key working relationships with

- The Diocesan Secretary
- All members of the Diocesan Administration Team
- The Diocesan Board of Finance

- The Clergy of the Diocese
- Church and Mission Area Representatives
- Finance department of the Church in Wales
- Professional advisors, including banks, accountants, investment managers, solicitors and insurance companies

## **Duties and Responsibilities**

### **1. To contribute to the strategic financial management and planning of the Diocese of St Asaph and its Mission Areas**

- To support the Diocesan Secretary and the Chair of the Diocesan Board of Finance in developing a robust financial strategy for the diocese and in producing budgets and detailed financial planning as required.
- To attend meetings of the DBF and provide information and guidance to all members
- To manage the cash held on deposit to achieve an optimum level of return within agreed risk parameters
- To arrange and administer six monthly meetings of the Investment Sub Committee, in liaison with the Board's Investment Bankers
- To administer the Risk Management Plan.
- To liaise with the Representative Body regarding the Block Grant and Maintenance of Ministry costs and payments
- To have oversight of and line manage the Finance Assistant, including the day to day processing that is part of this role
- To participate in other diocesan projects as required

### **2. To manage the internal financial reporting systems of the Diocese of St Asaph**

- To produce an annual diocesan budget and latest forecasts as required
- To produce regular financial and management information
- To regularly review debtors and follow up appropriately
- To liaise with the Finance, Investment and Legal departments at the Representative Body as required
- To produce regular accounts for the Cathedral and financial and management information as required
- To act as treasurer for the Diocesan Widows, Orphans and Dependants Society and attend meetings to present this information as required
- To ensure all the finances of the minor trusts and boards are regularly reviewed and reconciled.
- To maintain the CRAMP budget and payment system
- To maintain the Diocesan Office payroll, overseeing and implementing any changes to payroll legislation

### **3. To manage the external financial reporting systems of the Diocese of St Asaph**

- To prepare Annual Accounts, liaising with Accountants as appropriate
- To monitor the PAYE systems in accordance with HMRC requirements
- To prepare Annual Returns for the Charity Commission for the DBF
- To lodge the Annual Return with Companies House and maintain accurate Director records for the DBF
- Liaise with Banks and Investment Managers regarding portfolio management and performance
- Liaise with EIG in all matters relating to diocesan and mission area insurance

### **4. To help Mission Areas develop effective financial management processes and systems**

- To administer the Mission Area Share system, invoicing and collecting payments as required
- To support Mission Areas in the production and audit of their annual accounts
- To provide help and support to churches and Mission Areas in other financial matters
- To administer church loans as required

**PERSON SPECIFICATION: Diocesan Finance Officer**

<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Involvement in the corporate financial management of an organisation with substantial budgetary responsibility</li> <li>• Business planning and risk management</li> <li>• Experience of working with projects and people in the public and not for profit sector</li> <li>• Experience in team working and collaborative leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting qualification</li> <li>• Understanding the structure and culture of the Church in Wales, church and diocesan life</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• The ability to plan and prioritise work in order to achieve targets and meet deadlines</li> <li>• Strong organisational skills</li> <li>• Excellent written and verbal skills</li> <li>• Ability to produce fully compliant statutory accounts for small and medium size entities</li> <li>• Demonstrable ability to build strong relationships at all levels</li> <li>• Ability to communicate complex financial information to both finance and non-finance audiences across the diocese</li> <li>• Highly IT literate, especially with Excel and the use of databases</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to relate to people through the medium of Welsh or a willingness to learn</li> </ul>
Work-related Personal Qualities	<ul style="list-style-type: none"> <li>• Strong intellect with the ability to interpret and relevant information, analyse complex data, review alternative solutions and come to a speedy well-informed conclusion</li> <li>• A team player who can work well with colleagues in the Diocesan Office, the clergy and local church leaders</li> <li>• Commitment to the wider mission of the Church</li> <li>• Willingness to work flexibly and outside of normal working hours as required</li> <li>• Ability to drive and have the use of a car</li> </ul>	<ul style="list-style-type: none"> <li>• A clear and demonstrable Christian faith</li> </ul>

# Diocese of St Asaph

## Diocesan Finance Officer

### Main Terms and Conditions

<b>Hours of Work</b>	28 hours per week, with the possibility of flexible working. However, the nature of the role is such that the appointee will be expected to work such hours as are necessary for the effective performance of the job including evenings and weekends.
<b>Salary</b>	£40,000 p.a. (pro rata)
<b>Pension</b>	Defined Contribution Pension Scheme available. The employer will contribute 9% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
<b>Holiday</b>	25 days per calendar year (pro rata) plus bank holidays. The holiday year runs from 1 January to 31 December
<b>Location</b>	The Diocesan Office in St Asaph although the role will require some travel, mainly within the Diocese
<b>Expenses</b>	All reasonable working expenses will be met at the agreed Diocesan rates
<b>Probation</b>	This post will be subject to satisfactory completion of a probationary period of 6 months

Application forms to be returned to:  
Karen Williams, Administration & HR Officer  
[karenwilliams@cinw.org.uk](mailto:karenwilliams@cinw.org.uk)  
The Diocesan Office, High Street, St Asaph LL17 0RD  
01745 582245

**Closing date: 12.00 Monday 25 March 2019**