



## **The Derby Diocesan Board of Finance Limited**

### **Finance Manager**

#### **Job Specification**

<b>DEPARTMENT:</b>	Finance Department
<b>SALARY:</b>	£48,150 per annum
<b>HOURS:</b>	35 hours per week
<b>LOCATION:</b>	Derby Church House, Full Street, Derby, DE1 3DR (some remote working possible, as agreed with Line Manager)
<b>RESPONSIBLE TO:</b>	Director of Finance & Operations

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#### **THE DIOCESE OF DERBY**

The Church of England operates through 42 dioceses each under the leadership of a Diocesan Bishop. The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

Within the Diocese there are 256 parishes and 66 benefices as well as several other ministry contexts, around 313 church buildings served by approximately 120 stipended clergy, around 35 self-supporting ministers supported by over 190 clergy with a Permission to Officiate (PtO), over 130 Readers (licensed and with PtO) and hundreds of volunteers. There are also 111 church schools within the Diocese governed by the Diocesan Board of Education (DBE).

The Diocesan Board of Finance (DBF) employs around 50 people to resource the Diocese of Derby.

#### **THE DIOCESAN VISION**

The Diocesan Vision is:

“The Kingdom of God: Good News for All – Transformed lives: Growing Church, Building Community.”

We will deliver this vision through deepening our relationship with God, making new disciples, serving our local contexts and challenging injustice, whilst prioritising being greener, younger, more diverse and those living in economic and social deprivation.

A significant programme of change will shortly commence to reshape culture, support transition, and enable effective delivery of diocesan strategic planning.

#### **DIVERSITY STATEMENT**

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made based on merit of skill and experience relative to the role. If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

## **JOB SUMMARY**

The Finance Team are responsible for the effective management of diocesan financial resources to enable the vision, mission, and delivery of Derby Diocese. The postholder will have responsibility for ensuring that the accounting records and management information for the Diocese are adequately managed and maintained.

### **PURPOSE:**

The Finance Manager will have operational delivery of the effective management of the Finance function. This will be achieved through a whole team approach by:

- directing and managing the Finance Team members.
- developing a dynamic and flexible finance team including a continuous review of accounting processes and procedures.
- providing advice on current and future financial strategy and policy.
- researching, modelling, developing and implementing budgetary plans that effectively contribute to the overall strategy.
- providing financial management and accounting services through the Finance team.
- ensuring effective communication of financial information to the Director of Finance & Operations, the Chair of the DBF, Boards, Councils, other central Diocesan departments and throughout the diocese.
- compliance with all statutory and other financial reporting requirements.
- supporting local parishes so that they can maximise their financial resources.
- targeting the performance of DBF investment assets to improve returns — both income and the return on capital.
- analysing the receipts of the Common Fund scheme to deliver sustainable levels of income to the DBF.

## **KEY RESPONSIBILITIES**

The principal duties and accountabilities of the role are set out below:

### **Financial Management:**

- 1) With the Director of Finance & Operations to deliver the timely production of budgets and financial plans, including single and multi-year forecasts.
- 2) Deliver the timely production of projections and forecasts of revenue (income and expenditure) and capital and recommend appropriate management actions.
- 3) Prepare management information to monitor and report actual income and expenditure against budget and forecasts on a regular basis, in liaison with budget managers.
- 4) Deliver monthly cashflow forecasts.
- 5) Coordinate the calculation of Common Fund income and the allocation of contributions from parishes and /or deaneries.

### **Financial Reporting.**

- 6) Lead on the planning and production of the year-end Statutory Accounts, including maintaining a good working relationship with external audit.
- 7) Ensure that statutory accounts are accurately filed with the Charity Commission and Companies House, within reporting deadlines.

- 8) Preparation and delivery of financial reports to Diocesan Committees on an agreed cyclical basis.
- 9) To lead the team in the support to PCC Treasurers on an ad hoc basis including with the preparation and submission of the annual Return of Parish Finance and ensuring appropriate review of returns.

Financial Control & Compliance:

- 10) Ensuring that delegated financial powers are adhered to.
- 11) Maintain strong financial system controls and processes including purchase ledger, coding and input of invoices and expenses, preparing and implementing timely payments; maintenance and reconciliation of customer records and credit control; maintenance and reconciliation of general ledger records to Trial Balance including nominal ledger journals.
- 12) Ensuring that the administration of banking processes including preparation of BACS and cheque payments and reconciliation of DBF bank accounts are transacted effectively and safely.
- 13) Ensure that appropriate arrangements are put in place for effective and efficient delivery of DBF payroll and any payroll bureau services, such as Derby Cathedral.
- 14) Liaise with Finance, Stipend and Pension board colleagues at the NCI's, to ensure that transactions are carried out in an efficient and timely manner.
- 15) Maintain the database of funds held by the DBF as custodian trustee.

Other:

- 16) Guide the team in their support to parishes in the stewardship of resources and the development of alternative funding streams.
- 17) Prepare development and investment appraisals in support of business plans to demonstrate financial risks and returns of recommended strategies.
- 18) Manage, report, and escalate risks to DBF assets and liabilities.
- 19) Keep up to date with developments in finance best practice and to support the development of policy and service improvements.

Generally:

- 20) Deputise for the Director of Finance & Operations during their absence and attend meetings as appropriate.
- 21) Guiding and supporting team members to achieve their development objectives.
- 22) Take part in and lead on regular supervision meetings and annual appraisals, with an openness to learning and development, and continuous improvement.
- 23) Maintain good working relationships with Diocesan colleagues and Parish Officers to raise awareness of the financial strategy and diocesan budgets in working with parishes.
- 24) Take a proactive approach to continuous professional and personal development.
- 25) Willingly to undertake other tasks commensurate with the job.

**RESPONSIBLE FOR:** Senior Finance Officer, Finance Assistant, Finance Clerk

**KEY CONTACTS**

<b>Internal</b>	<b>External</b>
Head of Property and Property team	Clergy and other parish representatives
Director of Finance and Operations	Professional advisors (agents, solicitors etc)
Diocesan Secretary	Diocesan Registrar
Buildings for Mission Team	
Archdeacons	
Business Committee	
Bishop's Council	

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Experience</b>	Experience of managing and developing teams.  Extensive experience in financial routines, budgeting and reporting in complex organisations.	Experience of payroll management  A working knowledge and experience of managing financial assets.
<b>Qualifications and training</b>	Member of the Association of Accounting Technicians (MAAT) or equivalent, or in the final stages of studying with a chartered accountancy body.	CCAB qualified
<b>Knowledge, skills, and abilities.</b>	A diplomat, and excellent negotiator.  Excellent IT skills using Microsoft Office applications.  Advanced working knowledge of current financial IT systems	Knowledge of charity law, and of trustees financial and other responsibilities, and of Charity Accounting requirements, particularly the Statement of Recommended Practice (SORP)  Knowledge of and preferably experience of church organisations (e.g. PCCs)  Knowledge of Church of England administrative structures and operations  Some understanding of U.K. taxation framework, including Income Tax, Gift Aid, and VAT
<b>Personal qualities.</b>	Proactive & resilient  An excellent communicator of complex financial issues in a form that is accessible to all, both in writing and orally  Demonstrates a good attention to detail.  Thorough, effective user of IT  Well-organized and administratively self-sufficient  Able to work under pressure with a flexible attitude.  Discreet and confidential.	
<b>Other</b>	Able to travel around the Diocese and nationally when required.	An awareness / appreciation of the aims and values of the CofE.

*The Diocese of Derby intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.*

## TERMS AND CONDITIONS

Employer	Derby Diocesan Board of Finance Limited
Line Manager	Director of Finance & Operations.
Place of Work	Church House, Full Street, Derby DE1 3DR.
Salary:	£48,150 per annum
Working hours:	35 hours per week (some remote working possible, as agreed with Line Manager).
Duration:	Permanent
Holidays:	Full time holiday entitlement - 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part-time staff the total holiday entitlement will be calculated based on the number of hours worked. (21 hours contracted / 35 hours full time).
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination	The appointment is subject to a six-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party on three months' notice.

Signed by the Employee: ..... Date: .....

Signed by the Manager: ..... Date: .....