

JOB DESCRIPTION

Diocesan Objectives

Canterbury Diocese is committed to 3 key overriding objectives of

- *Growth both spiritual and numerical;*
- *Reimagining ministry and*
- *Building strategic partnerships with our communities*

The diocesan structure is built around frameworks which focus on these key objectives and our strategic priorities are set for this purpose. Through our structural frameworks our vision and purpose for our diocesan officers is to offer support, advice and exceptional service to all those who work and worship in the parishes and Deaneries of the Diocese enabling them to serve God through their witness to the good news of Jesus Christ

Name	
Job Title	Financial Controller
Grade	9 circa £41k per annum
Department	Finance
Reports to	Director of Finance

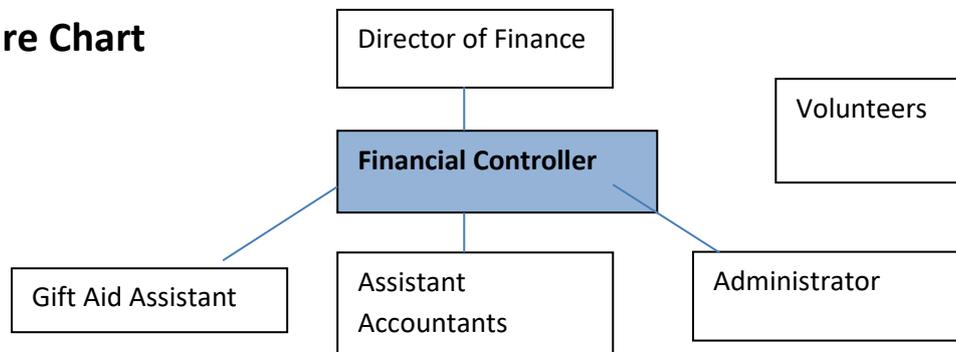
Job Summary

To support the Director of Finance by creating a culture of strong financial control and business planning across the organisation to help ensure long term financial sustainability. The key responsibilities of this role will be to provide monthly consolidated management accounts, to create the annual budget and to work closely with budget holders providing regular and effective feedback and support.

Other aspects will include managing the finance team on a day to day basis, maintaining the accounts for a number of small associated charities and ensuring the diocese is compliant with VAT and Gift Aid reporting.

Job Location Diocesan House, Lady Woottons Green, Canterbury

Structure Chart



Main Duties

1. To work autonomously and take responsibility for the management accounts – preparing consolidated group (CDBF, Ethos and CDE) management accounts to include balance sheet and cash flow on a monthly basis and a commentary in order to effectively manage financial resources of the Diocese
2. To pro-actively review the monthly balance sheet reconciliations and escalation of any concerns to ensure that there are no hidden financial liabilities.
3. To develop close working relationships and hold regular meetings with budget holders to share and offer advice on financial information
4. To maintain an overview of the organisation to ensure it is effectively managing its resources at any given point throughout the year to ensure reliable forecasting to senior staff.
5. To attend the Finance & Assets Committee of Archbishop's Council as invited and assist with the smooth running of the Committee, including taking executive support minutes of discussions that may be complex.
6. To develop and monitor a range of suitable key performance indicators for the Diocesan Board of Finance
7. To run training for Treasurers with assistance from the Assistant Accountants
8. To ensure completion and submission of quarterly group VAT return in line with our legal obligations and implementing and ensuring the CDBF are compliant with Making Tax Digital (MTD)
9. To be the authorised person for approval of gift aid claims submitted to HMRC.
10. To prepare the annual budget in conjunction with budget holders for the Director to present at Finance & Assets Committee.
11. To be responsible for the operation and work of the Finance team including line management of 2 Assistant Accountants, Gift Aid Assistant and Administrative Assistant managing matters of employee relations and staff development and reviews

12. To ensure effective written finance policies are in place and ensure suitable guidance and support is in place for Treasurers and gift aid secretaries.
13. Parish relationship management in complex issues – giving advice and making recommendations to parishes to ensure they manage their own charitable budgets effectively.
14. To authorise payments as required.
15. Preparation of accounts for associated charities such as Appleton Trust and The Church Estate
16. Quarterly management accounts and annual statutory accounts for the Diocese of Canterbury Academies Company Limited.

Person Specification

Qualifications/Education required	<ul style="list-style-type: none"> • Be educated to degree level/NVQ 5 or equivalent; • Be a holder of a recognised accounting qualification (ACA/ACCA/CIMA) with post qualification experience; <p><i>Desirable</i></p> <ul style="list-style-type: none"> • A knowledge of the financing of the Church of England • An understanding and awareness of Church structures.
Knowledge & Skills required	<ul style="list-style-type: none"> • Have solid budgeting and proven analytical skills; • Have strong written and verbal communication skills with the ability to present and explain financial data to senior colleagues and to non-financial managers; • Have proven people, time management and IT skills in particular databases • A working knowledge of corporation tax • An understanding of FRS102 and the Charities SORP • Ability to think strategically • Able to manage relationships through listening, influencing, negotiating, collaborating and liaising

	<ul style="list-style-type: none"> • Written skills, including letters, reports, proposals, policies • Excellent interpersonal skills and ability to communicate financial information and concepts to non-financial managers
Experience required	<ul style="list-style-type: none"> • Have in-depth experience of producing management accounts, forecasts and KPIs; • Management experience in a finance function • Experience of developing and maintaining systems for the timely production of relevant financial management information • Experience in compliance, governance and internal control
Aptitudes & personal qualities required	<ul style="list-style-type: none"> • Continuous Improvement • Personal effectiveness and initiative • Team working & co-operation • Team Leadership • Delivering excellent customer service • Problem solving • Delivering results • Strong commitment to the mission of the Church of England • <i>Desirable</i> • Engagement with the life of the Church.
Circumstances	<ul style="list-style-type: none"> • Travel within the diocese • Travel to national church events • Driving licence or other means of transport is needed

Agreed by job holder	
Date	
Authorised by	
Date	
Review date	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

If required by the post, the Post holder must have an up to date Disclosure and Barring Service (DBS) clearance.

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be



consulted about any changes to your job description before these are implemented.