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| **Director of Finance and Resources** | diocese of east anglia logo 2015 |

**Job Description**

**Job Purpose**

The role of the Director of Finance and Resources is a crucial role responsible for the effective deployment of the Diocese’s financial and other resources in line with the objectives of the Charity and the decisions of the Bishop. This Director will work closely with the Bishop, the Catholic Priests across the Diocese, other staff of the Curia and the Charity’s Trustees to ensure the well-ordered stewardship of the Diocese’s finances and resources, and manage the finance and general office services. In addition, this postholder is the line manager of the General Manager of the Cathedral of St John the Baptist Complex.

Salary: £68,000 (for someone who wholly meets the essential criteria for this post)

Hours: Full time

Location: Poringland, Norfolk

Accountable to: Bishop of East Anglia

Responsible for: Finance office staff, General Manager (Cathedral Complex)

Key relationships: The Bishop, Episcopal Vicar for Finance, Clergy of East Anglia, Parish Treasurers, Director of Education and other Diocesan staff, Diocesan Schools Commission, The East Anglia Roman Catholic Diocese Trustee, staff of the Diocese’s Curia, Cathedral of St John the Baptist Trustees, Historic Churches Committee, The Diocese’s auditor’s, legal representatives, property surveyors and investment managers.

**Key Duties and Responsibilities**

**Financial Strategy, Objectives and Plans**

1. Working with the Bishop, senior staff and the Trustees to develop the Diocese’s financial strategy that is consistent with the Diocese’s and Charity’s stated vision and objectives.
2. Provide financial leadership to the Diocese.
3. Advise the Bishop, Episcopal Vicar for Finance and the Trustees to ensure the highest standards of financial governance. This includes:
   * compliance with statutory and other financial duties and responsibilities
   * optimising value for money in the use of the Diocese’s resources
   * ensuring that the resources are deployed to best effect to deliver the Diocese’s objectives
   * achieving a balanced budget
4. Work with the Clergy and senior managers to develop and implement plans and policies which will secure the financial stability for the Diocese and appropriate deployment of resources. This will include development of a financial framework which takes account of the need for short, medium and long term financial plans and contingencies.
5. Oversee financial analysis and modelling to ensure that in-year plans and projections for future years are robust.

**Financial and Risk Governance and Company Secretary Role**

1. Ensure preparation, timely distribution and presentation of agenda, reports and all relevant information to the meetings of the Diocesan Finance Board (DFB) and the Diocesan Building Sub-committee (DBS)
2. Professional advisor to the Bishop, the Diocesan Finance Board and its committees regarding governance
3. Establish and maintain robust and effective financial policies, planning and monitoring processes
4. Oversee and scrutinise parish accounts, consolidate the parish financial returns and ensure appropriate audits are completed
5. Keep an overview of wider changes (e.g. Brexit, global and UK financial trends and charity regulation) that may impact on the Diocese and advise.
6. Maintain and manage the Diocesan financial risk register, report to the DFB and ensure effective management of identified risks and remedial action where necessary.
7. Ensure the Diocese adheres to its legal obligations, including GDPR and Charity Law
8. Maintain a working knowledge of the Diocesan Trust Deed, Memorandum and Articles of Associates and the requirements of the Charity Commission.
9. Ensure submission of annual returns to the Charity Commission and Companies House

**Financial Management and Reporting**

1. Ensure effective and robust financial planning, accounting and internal control procedures are in place, understood and adhered to.
2. Oversee all financial operations of the Diocese, including budgetary setting and control.
3. Ensure the decisions of the DFB and DBS are implemented, and follow up any issues arising. Reporting back on progress to the DFB and DBS as required
4. Scrutinise, authorise and ensure the appropriate payment of invoices.
5. Working with other senior staff, establish a balanced budget for Diocesan and associated charity operations
6. Compile and update records regarding parish levy arrangements and ensure appropriate amounts are charged to parish accounts
7. Review Diocesan interest rates half-yearly, implement agreed rate changes and ensure appropriate amounts are credited or charged to parishes.
8. Oversee Gift Aid procedures
9. Oversee the arrangements for applications for priests’ car purchases and parishes requesting loans from the Diocese.
10. Monitor financial planning and expenditure of large parish building projects and recommendations made in the quinquennial survey reports.

**Professional Advice and Liaison**

1. Professional finance and governance advice to other Diocesan bodies including: Diocesan Schools Service Commission, Finance Sub-Committee, Retired Clergy Support Group, Historic Churches Committee.
2. Liaise with and advise the Director of Schools Service and other school staff on Capital projects and insurance matters
3. Build good working relationships with other diocesan financial secretaries to enable sharing of good practice and support. Attend the annual meeting of Diocesan Financial Secretaries Network.
4. Provide advice and support to parish priests and their representatives regarding financial and other diocesan procedures

**Representation and Networking**

1. Represent the Diocese by providing advice, guidance and support and, where necessary, intervention at occasional visits and meetings in parishes and schools.
2. Represent the Diocese on other bodies such as: Historic Churches Committee
3. Prepare and issue quarterly financial newsletters to parishes
4. Represent the Diocese by liaising with the United Kingdom Visas and Immigration Service (UKVI) in applying for visas for migrant priests.

**Property**

1. Oversee the diocesan property portfolio, ensuring that lettings and rental income are appropriate and commensurate with the prevailing market conditions
2. Act as a point of contact for parish queries and premises and related matters
3. Manage the Diocese’s preferred surveyors to ensure:
   * quinquennial reports are undertaken on properties under the ownership of the Diocesan Trustee and that effective plans are created to address any concerns identified
   * parish building works are arranged and managed in accordance with diocesan procedures, including processing and referring Parish Project Approval Forms
   * that sound advice on maintenance of the buildings and management of repairs and refurbishment is provided
4. Process Parish Spending Approval requests, referring them to DBS where appropriate and authorising where necessary
5. Monitor insurance arrangements for all properties under the ownership of the Diocesan Trustee
6. Assist and advise parishes in the implementation of the diocesan policy for redundant churches.
7. Ensure safe custody of the diocesan property title deeds

**St John the Baptist Cathedral Company Secretary**

1. Oversight of all business and financial operations of the Cathedral Complex
2. Line management for the Cathedral Trust’s General Manager, in collaboration with the Cathedral Dean (see line management below)
3. Advising the Cathedral Trustees on the strategic and business planning and operation of the Cathedral complex, including remedial planning when necessary.
4. Effective reporting of the financial position, variation from target and progress against plans
5. Ensure the meetings of the Cathedral Trustees are provided necessary administrative support

**Trustee of the Walsingham Trust**

1. Assume appointment *ex office* as a Trustee and attend Trustees meetings of the Walsingham Trust which is the charity which manages and operates the Catholic National Shrine at Walsingham on behalf of the Bishops’ Conference of England and Wales

**Contract Management** (excluding Education Department contractors)

1. Manage and oversee all Diocesan contracts with external service providers, such as auditors, surveyors, legal representation and investment advisors.
2. Responsible for regular review and appropriate tendering processes for external service providers in accordance with Diocesan policies.
3. Liaise with Diocesan service providers including accountants, auditors, solicitors, bankers, property surveyors, insurers, investment manager, IT consultants and others.

**Leading Financial Skills Development**

1. Lead on Finance Training and Development, to improve financial skills throughout the diocese, including:
   * ensuring there is appropriate financial capability and understanding for those occupying parish treasurer roles and Parish Priests
   * ensuring the Diocese team receive sufficient professional development and support so that they can undertake their roles effectively.

**Staff and Office Management**

1. Maintain and adjust staffing (and volunteer) levels to meet the workload and ensure appropriate succession planning
2. Line manage staff and co-ordinate the work of the finance team to enable the Charity to deliver all of its statutory and financial duties. This will include: recruitment, appointment of volunteers, deployment, objective setting, appraisals, managing sickness absence and managing performance.
3. Draw up contracts of employment
4. Ensure the Parish Employment Guide and Employee Handbook are kept up to date
5. Monitor efficiency of offices procedures, including the use of IT
6. Undertake other duties as required by the Bishop and Trustees from time to time.

**Person Specification**

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| **Essential Requirements** | **Desirable Attributes** |
| * Fully qualified accountant (CCAB) or equivalent * Expert knowledge of financial and accounting systems and procedures * Further specialist training or equivalent experience * Good knowledge of the principles of sound corporate governance * Significant experience working at a senior level in a financial role * Experience of working with professionals in other disciplines (e.g. property, quantity surveying, architecture, project management, law …) * A committed practising Catholic or similar * Demonstrable ability to manage several initiatives at once and deliver within tight timescales * Ability to devise, implement and supervise procedures and systems to maintain financial control. * Ability to analyse and interpret complex financial data * Computer literate and familiar with up to date financial computer systems and networking * Excellent communication skills, including written correspondence and reports * Strategic thinker * Exceptional influencing skills, including able to use tact and diplomacy. * Ability to make presentations to groups of people demonstrating the ability to explain complex issues in ways appropriate for the audience to enable understanding * Demonstrable leadership skills and experience * Able to work as an effective team member * Attention to detail * Have an innovative and enthusiastic approach to work. * Entirely trustworthy * Ability to travel to other sites within the Diocese | * An in-depth understanding of the structures and arrangements of the Catholic Church * Experience of working at Board level * Post graduate qualification in an additional field relevant to the role (such as management) * In depth understanding of Charities and the relevant legislation * Some knowledge of the Code of Canon Law as relevant to a Diocese its parishes and this role * Proven track record of addressing overspending budgets and ensuring sustainable financial positions |

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