

Job Description and Person Specification

Job Title	Diocesan Finance Officer
Salary Grade	Technical Advisor Band: £30,187 - £33,736 per annum This is a full-time, Permanent position
Department	Resources
Line Manager	Director of Finance, Human Resources and Admin
Line reports	None
Key Relationships	Diocesan Finance Advisory Officer (supervisor), Lead Treasurers and local church Treasurers, Diocesan staff, Diocesan Finance Administrator, My Fund Accounting support team
Committees attended as and when required	None
Date of issue	May, 2024

Background and Purpose of Post
<ul style="list-style-type: none"> ▪ Llandaff Diocese are starting up a book-keeping service to the Ministry Areas across the Diocese. This role is the primary provider of the book-keeping service, under the supervision and leadership of the Diocesan Finance Advisory Officer (DFAO). ▪ The DFO will receive accounting data from individual churches and Ministry Areas, validate the data and input it into the accounting system My Fund Accounting (MFA). They will work with the Lead Treasurers and Treasurers to ensure timely and accurate submission of the accounting data. ▪ The DFO will produce accurate and timely monthly finance reports for the Ministry Area Lead Treasurers ▪ The DFO will produce draft Annual Accounts for the Ministry Areas from MFA. They will work with Lead Treasurers and Treasurers to ensure that accurate and timely year-end information is provided by the Ministry Areas (valuations, fixed asset, accruals/prepayments, etc.). They will liaise with Independent Examiners ▪ The DFO will produce other Financial reports for the Ministry Areas as may from time to time arise ▪ In addition to the core book-keeping service, the role is expected to expand to provide other financial and administrative support, such as Gift Aid management, payroll, budget management, payment processing and administrative tasks. This will evolve as the core service matures.

Key Duties

Book-keeping Service

1. Under the supervision and leadership of the Diocesan Finance Advisory Officer (DFAO), assist in the initial set-up of the book-keeping service for Ministry Areas
2. Ensure that accounting processes are in place and followed by Ministry Area Treasurers, training or coaching them where necessary
3. Provide accounting support and advice to Ministry Area Treasurers, including simplification where possible and appropriate
4. Maintain the My Fund Accounting (MFA) ledgers, including ensuring that all individual accounts are reconciled at all times
5. Produce timely and accurate monthly management accounts for Ministry Areas. Where budgets have been put in place by the Ministry Areas, produce monthly budget reports
6. Produce ad hoc financial reports for Ministry Areas, or for the Diocese or Province
7. Coordinate and produce timely and accurate Annual Financial Accounts for the Ministry Areas, in accordance with the Charity SORP
8. Liaise with Independent Examiners, providing information and addressing questions arising from their examinations

Other

9. As the service matures, assist in the development and implementation of additional services, such as: Gift Aid management; payment processing and bank account management; payroll; etc.
10. Other as directed by the Director of Finance or DFAO

Person Specification

Attributes	Essential (or willing to train / qualify)	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ▪ Relevant financial qualifications or able to demonstrate sufficiently qualified for the role by experience 	<ul style="list-style-type: none"> ▪ AAT part or fully qualified

<p>Experience</p>	<ul style="list-style-type: none"> ▪ Experience of providing a service to a number of clients ▪ Experience of producing consolidated accounts ▪ Fully conversant in on-line Accounting systems ▪ Leading through change, achieving results ▪ Working effectively with volunteers ▪ Understanding of Charity Sector fund accounting 	<ul style="list-style-type: none"> ▪ Use of the My Fund Accounting system ▪ Experience as a parish treasurer ▪ Understanding of Charity Law ▪ Understanding of Gift Aid ▪ Track record of improving performance and managing change ▪ Experience and understanding of corporate governance in the charitable and/or ecclesiastical sector ▪ Experience of producing Charity SORP Accounts
<p>Knowledge, skills and abilities</p>	<ul style="list-style-type: none"> ▪ Plan, organise & prioritise effectively ▪ Strong verbal, reasoning and written communication skills, to communicate complex financial information to committee members and parishioners ▪ IT literate, with a hands-on ability with MS Teams, Outlook and Office, and on-line accounting systems ▪ Presentational skills and ability to promote the Diocese's work with a wide range of internal and external contacts 	<ul style="list-style-type: none"> ▪ Understanding of the important issues faced by the Church, its structures and culture, and of the financial organisation of the Diocese and of the Church nationally
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ▪ Committed to the aims of the Diocese and in tune with the ethos of the Christian Church ▪ Dynamic and energetic personality, positive outlook under pressure ▪ Team player, shares key decisions ▪ People skills, fair minded, supportive and sense of humour ▪ Presence, probity and integrity which builds respect with colleagues, ministry areas and treasurers 	<ul style="list-style-type: none"> ▪ Committed to the philosophy of continual improvement, good customer service and securing value for money in all aspects of the Diocese's operations ▪ Communicant member of the Church in Wales or of a Church in communion with it ▪ Ability to speak Welsh or a willingness to learn

Terms and Conditions

Location: Your permanent place of work will be your home, although you will be required to travel to churches, Ministry Area offices, the Diocesan Offices or Church in Wales office to do your work or as the Board may reasonably require. The post holder will be expected to travel across the Diocese and the wider Province in connection with their duties. The post holder must hold a clean driving licence and have use of a car or other means of transport.

Benefits: Salary in the Technical Advisor Band: £30,187 0 £33,736 per annum (pro rata). The post holder will be eligible to join the contributory pension scheme. Expenses will be reimbursed in line with diocesan policy.

Status of post: Permanent Contract.

Hours of work: Full time (37.5 hours per week). The post holder may be expected to work flexible and unsocial hours from time to time, including occasional weekend and evening work. Overtime is not payable but an equivalent amount of time off in lieu may be taken.

Leave allowance: 25 days per annum plus Bank Holidays (pro rata), rising by one day per annum to a maximum of 30 days (pro rata).

Administrative support: The post holder will be able to draw on the services of the shared central administrative support team.