

# INTERIM Finance OFFICER - 4 MONTHS’ FIXED TERM CONTRACT

**Line Manager: Finance Director**

**Hours**:35 hours per week

**Salary: SP13 (£35,247 pa)**

**Purpose of the role:** The Finance Director is leading the Finance Department through a period of strategic change to optimise the finance structure, process, people and technology. The fixed term role of Interim Finance Officer is intended to provide support to the Finance Director during this transitional period by maintaining key financial activities.

**Key Activities:**

1. **Management Reporting**

* Prepare quarterly management accounts and other key control reports including forecasts to the year-end. This should include analysis of variances of actual vs budget as well as analysis of significant balance sheet items.

1. **Cash flow and treasury management**

* Update short and long-term cash flow and commitment reports on a weekly/monthly basis advising of potential shortfalls and seeking solutions where appropriate.

1. **Budgeting**

* Assist the Finance Director with the preparation of required supporting schedules for the annual budget

1. **Other**

* Ensure the Winchester quarterly VAT return is completed.
* Maintain a register of properties and other fixed assets; calculating and processing associated revaluations and depreciation charges.
* Prepare ad-hoc schedules as required

**Required Knowledge and Experience**

* Professional Accounting Qualification (e.g. CIMA, ACA, ACCA).
* Demonstrable experience in producing management and year-end accounts
* High level of computer literacy, including proficiency in Microsoft Office applications(Word, Excel, Outlook) particularly Excel.
* Experience of working in the Third Sector or a good understanding of Finance within Third Sector organisations.
* Experience of handling VAT or a good understanding of how to handle VAT.

**Competencies**

* Numeracy: highly numerate with a strong financial acumen, able to readily manipulate and identify patterns in complex financial information, representing, reporting and explaining this clearly.
* Communication: able to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information, influencing a wide range of stakeholders.
* Managing relationships and team working: able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working separately or competitively.
* Supportive approach to the work of the Church and an openness to learn and engage with the structure of the Church of England and its effect on Diocesan working practices.
* Resilience: manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy. Can resolve issues and make decisions in a complex environment.
* Flexibility: adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements.
* Planning and organizing: able to think ahead in order to establish an efficient and appropriate course of action for self.

**Notes:**

1. This role will be based mainly at the Winchester Diocesan Offices at Old Alresford Place, Old Alresford, Hampshire, SO24 9DH.
2. This role is offered on a fixed term contract for the duration of 4 months from start date.
3. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Dioceses.
4. The role is offered on the basis of the role holder having a right to work in the UK.
5. The role operates within the joint finance team covering the dioceses of Portsmouth and Winchester. Attendance at other of the diocesan offices is required from time to time. The role will be an employee of Winchester Diocesan Board of Finance.
6. This job description and person specification is not an exhaustive list of tasks and responsibilities.

Agreed version LS/SB 17 July 2019