

FINANCIAL CONTROLLER

**Job Description**

Responsible to:Finance Director

Responsible for:Direct line management forFinance Officer and Finance Assistants

Hours: Full Time (35 hours per week) worked flexibly to accommodate the needs of the role

Salary: **£54,154 pa (SP22)**

Appointment Term: Permanent subject to probation period of 6 months

Background and Context:

The Financial Controller will work closely with fellow senior colleagues to support the overall development of the vision, mission and delivery of the strategic aims in the Diocese of Winchester and the Diocese of Portsmouth.

Responsibilities and Purpose:

* To provide full accountancy and financial control services to the Portsmouth and Winchester. Diocesan Boards of Finance and their related bodies.
* To manage the day to day work flow and provide leadership for the Finance Team.
* To deputise for the Finance Director when necessary.

Financial Planning and Management

1. Coordinate the preparation of 1-3 yearly financial plans, budgets and projections, working with the Finance Director, managers, chief executive/diocesan secretary and heads of department as necessary.
2. Ensure the timely preparation of annual accounts and company reports and be the lead contact for the annual statutory audit.
3. Support all Heads of Department with the drafting and maintenance of department budgets; to ensure that Standing Financial Instructions (SFI) are properly understood and applied.
4. Develop benchmarks and best practice.
5. Develop financial models to assist financial planning.
6. Support the Director of Finance by analysing information, offering advice and preparing papers as required.
7. Deputize for the Finance Director as necessary including at national, diocesan, deanery and parochial meetings.
8. Support the communication of financial matters to the dioceses.
9. Assist in the development of suitable KPI’s for the business.

Management Reporting

Direct responsibility for Winchester Diocese and Portsmouth Diocese to:

1. Ensure monthly management accounts and other key control reports are produced accurately and on schedule maintaining forecasts of year-end out-turn.
2. Monitor Cash flow on a daily basis and prepare cash flow forecasts on a monthly basis.
3. Monitor variances and prepare summary reports for committees.
4. Liaise closely with budget holders holding regular meetings as necessary to ensure accurate forecasts, that variances from budget are properly understood and controlled and reporting meets business needs.
5. Improve and develop reporting to increase financial control and accountability.
6. Produce reports for relevant committees and attend as necessary.

General

1. Attend meetings relevant to the work of financial planning in either of the dioceses.
2. To represent the dioceses when necessary and after discussion with the CEW and DSP, at national meetings, area teams, deanery synods, diocesan synods and on other bodies including the Portsmouth and Winchester Joint Board of Education (as appropriate to the role) on all matters relating to finance.
3. Ensure that those engaged in stewardship and parish support are professionally supported; to ensure that they are aware of financial strategy and diocesan budgets.

Leadership and transition

1. To support the Finance Director and team with the implementation of recommendations from the Finance Review.

Person Specification:

Education and Qualifications

1. Graduate or equivalent level of education with a recognised professional finance or accounting qualification (ACA, ACCA or equivalent).
2. It will be a requirement of the appointment that Safeguarding Training – C1 and Safer Recruitment training is completed along with GDPR training within the probation period.

Background and Experience

1. Operated successfully in a finance role at a managerial level of a significant organisation in the endowed charitable sector or have demonstrated that you are now ready to do so.
2. Charity finance and accounting experience is considered essential for this role.-
3. Previous experience of leading or taking substantial responsibilities for managing change.
4. Experience of managing people and delivering through a team.
5. A working knowledge and experience of managing assets.
6. Experience of Access business and financial systems, and Microsoft Suite applications.

Skills and Personal Competencies

1. A leader and enabler able to motive self and team to contribute positively to the overall organisational strategies.
2. A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, organised and able to work to deadlines.
3. Flexible in working relationships, comfortable with some ambiguity and able to see projects and tasks to completion.
4. Able to relate well at all levels and an excellent communicator of difficult / financial issues in a form that is accessible to all.

Other:

1. Confidential and able to handle sensitive information.

Notes

The following general principles should be observed:

1. The role is offered on a permanent basis subject to a probationary period of 6 months.
2. The Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Finance Director. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.
3. The designated office base for this role will be the Diocesan Office of Winchester at Old Alresford Place, Alresford, Hampshire, SO24 9DH. The role holder will also spend time at the Diocesan Office of Portsmouth, First Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB. Getting to know and building positive working relationships with key people in each diocese is essential. There is, however, no specific number of days that should be spent in either diocese.
4. The Finance Director, Financial Controller and the Executive Assistant all have responsibilities across both dioceses and they should not be asked to do for one what they cannot do for all unless specifically agreed by the CEW after consultation with his colleagues.
5. The Financial Controller will have responsibility for the day to day line management of the Finance Team.
6. The CEW and DSP shall have the right to ask the Financial Controller and the Executive Personal Assistant to provide information or undertake such tasks for them as they see fit. The Financial Controller will ensure that the work is managed appropriately and will report to the Finance Director any significant or time consuming pieces of work the CEW or DSP may request.
7. The dioceses are committed to sharing good practice and working cooperatively together. It is essential for confidence across the dioceses that the Financial Controller ensures the necessary permission of the CEW or DSP (as appropriate) before sharing information that maybe confidential to one particular diocese.
8. The role will require some travel about both dioceses, sometimes outside usual business hours and to locations that are not served by public transport. The role holder will need to have access to their own transport.
9. An understanding of and a commitment in principal to the Church’s ministry and mission is essential.
10. The role is offered on the basis of the role holder having the right to work in the UK.

**This job description and person specification is not an exhaustive list of tasks and responsibilities.**

**Final 16 May 19**