

PROJECT ACCOUNTANT 6-9 MONTHS’ FIXED TERM CONTRACT

**Job Description**

Responsible to:Financial Controller

Role Purpose:To support the shared finance team, in the Diocese of Winchester and the Diocese of Portsmouth, during a time of heightened change and to be a key member in driving the transition of a new finance system project.

The Project Accountant will be accountable for monitoring and ensuring successful project delivery for a number of internal financial projects we are currently aspiring to implement over the next 6 months.

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

Salary: £37,819 to £41,862 depending upon qualifications and experience

Appointment Term: Fixed Term Contract initial period of 6 months, with an option to renew for another 3 months.

Background and Context:

The Dioceses of Portsmouth and Winchester share a finance team. The team has recently undergone a review and work is in place to further develop both the team and the systems that support it.

The Project Accountant will be a key enabler in supporting the implementation of key finance projects, improving internal controls and procedures. The post holder will also provide some second line support for the project to the procurement and implementation of a new finance management system.

Responsibilities and Purpose:

**Key Activities and Responsibilities:**

1. **Internal shared finance team – Winchester & Portsmouth:**
* To participate fully as a member of the Joint Finance Team in the work of the Department, providing reasonable levels of assistance to colleagues during absences, and when workloads are heavy
* Review income streams and evaluate an appropriate analysis monitoring process
* Develop benchmarking & financial models to assist with financial planning
* Assist the finance team with the onsite audit and information / document requests
* Support the finance team to continue to identify and improve efficient procedures & automate processes – with particular view of the new system implementation, working alongside the Project Manager
* Review & monitor the monthly balance sheet reconciliations
* Review, collate & summarise details of both Diocesan and PCC Trusts
* Provide other assistance as required by the Director of Finance or Financial Controller.
1. **New Accounting System**

The finance system project is entering the next critical phases (detailed planning, vendor on boarding, reporting design, data cleanse) and a Finance Project Accountant is now required to support the Project Manager to its completion in Q2 2020.

* Responsible for execution of the Data Cleansing and Migration Activities.
* Validation and audit the accuracy of converted and migrated data, including reconciling converted totals and month-end balances.
* Responsible for the creation and mapping for a revised chart of accounts.
* Responsible for providing business expert support to system configuration and reporting requirements phases.
* Responsible for providing business expert support to the UAT phase e.g. test script production, testing.
* Responsible for agreeing and documenting any changes to processes required by the implementation.
* Responsible for representing Finance throughout the project and ensuring that ongoing business change is communicated back into the programme and the finance team.
* Responsible for supporting communication & engagement activity regarding new ways of working.
* Responsible for ensuring that the Finance team’s training needs are accurately articulated and supported for the transition of the programme into business as usual.
* Support the Director of Finance by analysing information, offering advice and preparing papers for projects as required.

Person Specification

**Required Knowledge and Experience**

* Professional Accounting Qualification, Part or Newly Qualified will be considered
* Demonstrable experience in financial planning, project management and financial analysis.
* Prince2 project management certification or equivalent
* 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.

**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 to others.
* Communication: able to be 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 and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resources.
* Learning: Commitment to improve own expertise, skills and knowledge and willingness to share own expertise, skills and knowledge with others.

Notes:

1. This role will be based at the Winchester Diocesan Offices (Old Alresford Place, Old Alresford, Hampshire, SO24 9DH) but may also involve work from the Portsmouth Diocesan Offices or other location as appropriate for the work.
2. 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.
3. The role is offered on the basis of the role holder having a right to work in the UK.
4. The role operates within the joint finance team covering the dioceses of Portsmouth and Winchester.

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

JD/PS agreed SB 24Jan 2020