

ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

FINANCE ADMINISTRATOR

Job Description

DIOCESAN VISION & MISSION

The Diocese's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing congregations, making a difference".

PURPOSE

To provide administrative support to the finance team and to provide continuity within the finance department

To support the Finance Director in key tasks such as preparing for various Committees and reporting requirements.

REPORTING TO

The Senior Finance Manager (SFM).

KEY CONNECTIONS

The FADM will develop good working relationships with the finance team and other teams within the Diocesan office e.g. Governance and Parish Resources teams and parish officers such as treasurers and clergy.

KEY RESPONSIBILITIES

Funeral fees

To ensure that funeral fees (pf1s) are processed efficiently and related processes including credit control and PTO fees are kept-op-to-date

Reporting

Support FD in FIC (and other Committees) in terms of paper preparation and action follow up

Management support

Arranging team meetings and assist with the diary management needs of the team and FD

Transaction processing as required

Provide and support to assist with the input and management of payroll working with the HR Assistant

Work with the Finance Assistant during periods of high work levels to post invoices and bank entries and posting of journals (during periods of cover)

Other tasks and projects as required from time to time

PERSON SPECIFICATION

Essential	Desirable
Qualifications / Knowledge and experience	
<p>Demonstrable experience of administration</p> <p>Experience of processing with large volumes of data and working accurately at speed</p> <p>Experience of or aptitude for financial matters eg confident working with spreadsheets</p> <p>Working as part of a wider team</p> <p>Experience of working with a wide range of people from different disciplines</p>	<p>Knowledge of Church structures and governance arrangements</p> <p>Experience of Parish Finances, accounts and reports</p> <p>Experience of accounting packages</p>
Skills / Abilities / Aptitudes	
<p>Excellent interpersonal skills</p> <p>Good written and oral communication skills</p> <p>Familiarity with Microsoft Office especially Excel,</p> <p>Ability to manage deadlines and work to a month end timetable</p> <p>Ability to engage and support parish officers and clergy</p> <p>Able to work calmly under pressure</p>	<p>Quick and keen learner</p>
Work-related Personal Qualities	
<p>Ability to work with grace under pressure to meet targets and deadlines and to re-prioritise as necessary</p> <p>Able to build and maintain strong working relationships</p> <p>Able to adapt to changing priorities and be flexible</p> <p>Thrives working in a busy environment.</p> <p>Enjoy working as part of a team and offer support to colleagues</p>	

<p>Willingness to answer queries in a helpful, positive and encouraging way and take responsibility to ensure answers are given and resolved</p> <p>Willingness to take the initiative and help come up with solutions</p> <p>An amiable personality and a good sense of humour!</p>	
--	--

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

Salary	The post is at Point 4 of Band C of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales (£23,244 full time)
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Approx. 21 hours (could be up to 28 hours) per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	Pro-rate 25 days paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

NOTES: The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informal conversation please contact: Philip Keeble, Senior Finance Manager
(01473 298506)

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org//vacancies>

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to: [email - HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 5pm on Tuesday 12th October 2021

Interview Date: w/c 18th October 2021