



## **Job Description**

### **Bishop's Office and Finance Manager**

#### **PURPOSE**

On a day-to-day basis, to manage the Bishop's office to ensure the smooth running of the finances and administration function, maintaining house and office.

#### **REPORTING TO**

The Diocesan Bishop's Chaplain

#### **ACCOUNTABLE TO**

The Bishop of St Edmundsbury & Ipswich

#### **KEY CONNECTIONS**

Diocesan Bishop

Bishop's Chaplain

Executive Assistant to the Diocesan Bishop

Personal Assistant to the Suffragan Bishop

Personal Assistant to the Archdeacons

Diocesan Finance Director

#### **KEY TASKS**

##### **Finance and Office Management**

- Maintaining records for the Bishop's Trust Fund and make payments as authorised by the bishop (or as delegated to the chaplain), recording payments in the clergy file.
- Maintaining records as appropriate for the bishop's office household staff, including cleaner, gardeners etc and overseeing their needs.
- Managing the bishop's office budget and dealing with day-to-day financial matters including cheques for signature and management of on-line banking.
- Preparing expense claims and maintaining financial records. Provide formal financial reports as necessary.
- Running the official expenses account helped by the bishop in their corporate capacity and drawing up quarterly returns as required.
- Liaising with agents for the Church Commissioners (currently Savills) for day-to-day maintenance and cyclical inspection/insurance/fire inspection, including intruder alarms and fire alarms, fire and electrical safety including portable appliance testing (PAT)
- Setting up and managing utility accounts, including water, gas electricity, communication equipment and services including telephone and broadband. Liaison with third-party fire and intruder alarm monitoring company.
- Arranging and supporting official hospitality and assisting at functions as required.
- Managing and purchasing of office supplies and equipment.

## **Bishop's Administration**

- Provide administrative support to the Bishop's Chaplain with the processes of applications and renewals, including CCSL requests for licenses and authorised clergy roles, including Permission to Officiate (PTO).
- All other office administration and support to the Chaplain particularly around PTOs and Clergy Files.
- Maintaining clergy working files and databases for all clergy including stipendiary, non-stipendiary, retired (with and without PTO). Chaplains, clergy employed by the DBF etc and deceased clergy.

## **General**

- Working alongside the PA to the Archdeacons and Executive Assistant to the Bishop to ensure the smooth running of the Bishop's Office.
- Adhere to policies, including safeguarding, health and safety, GDPR, access to files, etc.
- Undertake any training as required.
- Any other tasks or project that may be required from time to time.

## PERSON SPECIFICATION

| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DESIRABLE                                                                                                                                                                  |
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| <b>Qualifications/Knowledge and Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Good general level of education</li> <li>• Proven administration skills</li> <li>• Numerate and good understanding of finance</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Administration or business qualification</li> </ul>                                                                               |
| <b>Skills and Abilities /Aptitudes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Proven ability to effectively manage a budget.</li> <li>• Excellent administrative and time management skills, and attention to detail.</li> <li>• Strong IT skills and knowledge of Microsoft Office, including Word, Excel, Power Point; Outlook, Teams</li> <li>• Strong communication and interpersonal skills with the ability to relate to a wide range of people.</li> <li>• Proven ability to handle several tasks at once, remaining disciplined and focused to manage priorities effectively.</li> <li>• Experience of successfully handling sensitive and highly confidential information with tact and sensitivity.</li> <li>• Excellent team player with the ability to work effectively without frequent supervision with an adaptable and flexible approach.</li> <li>• Experience of event planning and delivery.</li> <li>• Sympathetic to the mission and ministry of the Church of England.</li> <li>• Able to self-motivate, prioritise, plan and organise, including when under pressure.</li> <li>• Ability to anticipate requirements, take initiative and know when to ask for further assistance.</li> <li>• Decisiveness and determination when dealing with challenging situations.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of Church of England structures and organisation.</li> <li>• Experience of office and facilities management.</li> </ul> |
| <b>Attributes and Aptitudes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |
| <ul style="list-style-type: none"> <li>• Enthusiasm and energy.</li> <li>• Unflappable under pressure.</li> <li>• Professional with a cheerful and friendly disposition.</li> <li>• Tactful</li> <li>• Fast learner, prepared to take on information quickly.</li> <li>• Able to work in a small team as well as independently.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                            |



## GENERAL INFORMATION

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Type</b>     | Permanent<br>(Note: there may be an opportunity for a part-time job share arrangement.)                                      |
| <b>Salary</b>            | Church of England Pay Scale: £24,837 - £29169 p.a., or pro rata if applicable                                                |
| <b>Pension provision</b> | Membership of the Church of England Workers Pension Fund following completion of probation period.                           |
| <b>Hours of work</b>     | 35 hours a week<br>TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager. |
| <b>Holidays</b>          | 25 days pro rata paid leave in addition to the usual public holidays plus discretionary days (at Easter and Christmas).      |
| <b>Probation Period</b>  | Six months during which time progress is regularly reviewed and the period may be extended.                                  |
| <b>Notice period</b>     | During probation, 2 weeks and thereafter 1 month                                                                             |
| <b>Place of work</b>     | The Bishop's Office, 4 Park Road, Ipswich IP1 3ST                                                                            |

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informal conversation please contact the Bishop's Chaplain by email on [bishops.chaplain@cofesuffolk.org](mailto:bishops.chaplain@cofesuffolk.org) arrange a suitable time.

**We are an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.**

**All appointments are subject to acceptable pre-appointment checks, including a satisfactory DBS check where required.**

**Application packs available from:** Diocese of St Edmundsbury & Ipswich Website  
<https://www.cofesuffolk.org/about-us/vacancies>

**Applications marked 'Confidential Application' to be sent to:** HR at [HR@cofesuffolk.org](mailto:HR@cofesuffolk.org) or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. **Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

**Please note:** Applications will only be accepted on our DBF application forms. Please do not apply directly from on-line jobsites or send CVs. Applications must be received by 5pm Monday 27<sup>th</sup> October 2025.

**Interview Date:** Wednesday 12<sup>th</sup> November