

Finance and Operations Director

Job Description

PURPOSE

The Diocese of St Edmundsbury and Ipswich has 445 parishes, 16 Deaneries with 478 churches and around 120 stipendiary clergy. It serves about 631,000 people living in a geographical area of more than 1,400 square miles. The Diocese has a vision, "Growing in God" (GiG), which commits it to growth in number, depth, influence, and to grow younger. To ensure the financial sustainability and avoid the need for retrenchment this growth must also result in growth in giving and income

The post holder has a key role in delivering the GiG strategy and financial sustainability through:

- Providing professional financial leadership to the Diocese.
- Taking a wider leadership role within the organisation helping to formulate and develop strategy, plans and budgets
- Being a visible ambassador to Parishes and Deaneries building the case for growth and giving
- Managing operational functions in the Diocesan Office

This role therefore requires a technically able and qualified accountant, but also a leader who can build relationships and drive forward the delivery of the GiG strategy.

THE FINANCE AND OPERATIONS DIRECTOR REPORTS TO:

The Diocesan Secretary

STAFF REPORTING TO THE FINANCE AND OPERATIONS DIRECTOR:

Finance Team comprising: Senior Finance Manager, Management Accountant, Assistant Accountant and Finance Administrator.

Parish Support Team comprising: Parish Resources Manager, Giving Advisers x2,

IT and Data Team comprising: Strategic IT Manager and Data Analyst

Others as appropriate from time to time

KEY RELATIONSHIPS:

The Finance and Operations Director will need to build good relationships with:

- The Bishop and his team, including the Suffragan Bishop, and Archdeacons
- The Trustees of the charity and Treasurer of the DBF
- The senior management team
- Banks and professional advisors
- Leaders in parishes and deaneries, including clergy, parish treasurers, deanery organisers and chairs.

KEY RESPONSIBILITIES

- 1 Leadership** – to be an integral part of the leadership team, formulating strategy and driving its implementation.
- 2** If required, to **deputise for the DS** in their absence
- 3** To **operationally manage core functions of the Office support team**, including but not limited to
 - a. Finance
 - b. Support to Parishes
 - c. IT and Data

This will also include managing the employees in these departments and being responsible for managing all aspects of their performance.

- 4 To be outwardly facing**, supporting the work of treasurers/incumbents to understand the financial position and the financial strategy and to pay parish share. Develop good relationships, though being open, transparent and encouraging.
- 5 To ensure that the financial records of the DBF and associated entities are properly maintained and**
 - a. evidence of internal controls in key areas
 - b. policy development and implementation
 - c. payroll
 - d. Compliance with the Scheme of Delegated Authority.
- 6 Asset Management** work with advisors to ensure that best value is achieved when assets are acquired or sold, and that such acquisitions and sales are made in accordance with the charity's policies.
- 7 To ensure compliance with relevant bodies** e.g. HMRC to ensure that all statutory and HMRC returns are filed accurately and on time, and ensure gift aid procedures are followed.
- 8 To ensure that management information (financial and non-financial) is complete, accurate and presented on a timely basis to enable quick and effective decision making in particular:**

- a. budgeting – ownership and management of budgets by budget holders
- b. monthly management accounts that seek explanations etc.
- c. rigorous approach to investment decisions – business cases etc.
- d. analyse data, to evaluate and assist in managing costs.

9 Audit, Risk and Governance

Be responsible for ensuring that the year end audit is carried out properly and that all known financial risk risks are highlighted to the management, Finance and Investment Committee or Board as appropriate.

Support the Diocesan Secretary in company secretariat duties and help maintain and manage the DBF risk register along with maintaining a working knowledge of the DBF (and other entities) Trust Deed, Memorandum, Articles of Association and requirements of Companies House and Charity Commission.

10. Change Management and Efficiency

To review operations in each area to ensure that current practices are up to date and efficient, using appropriate systems. Where necessary to introduce improved methods or ways of working.

Person Specification

<i>ESSENTIAL</i>	<i>DESIRABLE</i>
<i>Qualifications/Knowledge and Experience</i>	
<ul style="list-style-type: none"> • Qualified Accountant (ACA/ACCA/CIMA/ CIPFA or equivalent) • Educated to degree level or equivalent • Experience of working across teams and a collaborative working culture. 	<ul style="list-style-type: none"> • Experience of IT systems implementation • Understanding of the organisational structure, breadth and dynamics of the Church of England.
<i>Skills and Abilities /Aptitudes</i>	
<ul style="list-style-type: none"> • Attention to detail • An ability to present reports to senior figures in the Church/organisation • An ability to read figures and run processes where figures are challenged. • An ability to develop and manage teams • Ability to demonstrate leadership and being able to develop the strategic vision • Strong influencing skills with the ability to bring order to complex situations • Strong numeric, written and verbal communication skills, including the ability to tailor works and graphics to different audiences and present credibly to senior leadership teams • Excellent relationship building skills and the ability to establish trust, promote good practice, deal with conflict and address any barriers or resistance to change. 	

Work-Related Personal Qualities

- Enthusiasm for the Mission of the Church.
- A personality who enjoys dealing with members of the Church/organisation at all levels.
- Empathetic and understanding of the mission and ministry of the Church of England

GENERAL INFORMATION

ABOUT THE DICOESE

The diocese (Church of England in Suffolk), led by the Bishop of St Edmundsbury and Ipswich, exists to serve and support clergy, parishes and schools across the diocese, offering the people of Suffolk the opportunity to encounter God and grow in Christian faith.

Through its charitable entity, the St Edmundsbury and Ipswich Diocesan Board of Finance (the DBF) is seeking to make a step change in how it equips and enables parishes and benefices to deliver mission in their localities. With its 443 parishes, (grouped into 110 benefices), serving approx. 680,000 people over more than 1,400 square miles, we are a largely rural diocese with several significant urban areas.

Terms and conditions – general information

Salary	£65,000 to £75,000, depending on experience
Pension provision	If eligible, membership of the Church of England Pensions Board Pension Builder 2014 Scheme
Hours of work	Full time 35 hours per week Monday to Friday. Some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	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
Notice period	During probation 2 weeks and thereafter 3 months
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich, Suffolk IP1 1UQ. We operate a hybrid working policy, for this role you are expected to work in the office for a minimum of 3 days per week, including Fridays and flexible working is expected.

NOTES: The main duties and responsibilities of this 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.

Application packs available from: Diocese of St Edmundsbury & Ipswich Website [Vacancies - Diocese of St Edmundsbury and Ipswich \(cofesuffolk.org\)](https://www.cofesuffolk.org)

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: 29th December 2023 at 5pm

Interview Date: To be confirmed in early January 2024.