

DIOCESE OF ST EDMUNDSBURY & IPSWICH

PROGRAMME ACCOUNTANT

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".

The diocese is engaged in a Strategic Transformation Programme 2022 – 2031, with the aim of:-

Being a church for everyone through;

- Doubling the number of children and young active disciples in the diocese by 2030.
- Fully representing the communities we serve in age and diversity.

Providing a pathway for everyone into an accessible and contextual expression of church through;

- A parish system revitalised for mission so churches can reach and serve everyone in their community.
- Creating 120 new Christian communities across the four areas of home, work/education, social and digital.

Empowered by:

- All Christians envisioned, resourced and released to live as disciples of Jesus Christ in the whole of life, bringing transformation to the church and world.
- All local churches, supported by the diocese, becoming communities and hubs for initial and ongoing formation.

This is a 12 million turnover organisation with a further 2 million funding for project work. This post is currently funded for 3 years.

PURPOSE

The Programme Accountant ("PA") is responsible for accurate and timely data extraction, analysis and reporting for all projects, as directed by the Finance and Operations Director and working with the Strategic Programme Manager.

REPORTING TO

The Programme Accountant will report to the Finance and Operations Director(FOD).

KEY CONNECTIONS

The PA will develop good working relationships with the finance team and other teams within the Diocesan office, in particular with the:

- Strategic Programme Manager
- Programme Management Officer
- Strategic Transformation Programme "Growing in God" Workstream Leads
- SDF (Strategic Development Fund) Project Managers and Project Directors (Inspiring Ipswich and Growing in God in the Countryside)
- Associate Lightwave Leader (lead on financial sustainability for the Lightwave Community) & Mission Enabler (social enterprise and community partnerships)
- National Church funding teams including Vision and Strategy, Net Carbon Zero and Sustainable Buildings
- Data Analyst

KEY RESPONSIBILITIES

Reporting

At each month end to produce project reports working with the Management Accountant, in discussion with budget holders including the analysis of accounts and variances as required.

Preparing grant claims to ensure income and cashflow is managed.

Preparing monthly forecasts and cash flow information

Assisting the FD in papers and report as required by the Finance and Investment Committee

Assisting the Strategic Programme Manager with reporting on the Strategic Transformation Fund (STF); Strategic Mission & Ministry Investment (SMMI); Strategic Development Fund (SDF), particularly as the SDF Project comes to an end in 2025/26.

Processes

Ensuring the processing and coding of project purchase and sales invoices is carried out in a timely and accurate manner, working alongside budget holders.

Planning and Analysis

Development of annual revenue and capital budgets for all projects

Inputting into project forecasting process and cashflow projections

Supporting the project teams in producing their financial outturns

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<p>Part qualified or fully qualified (ACA, ACMA, ACCA)</p> <p>Experience of management accounting and reporting together with variance analysis</p> <p>Experience of working with large volumes of data</p> <p>Experience to summarise results in clear and concise format.</p> <p>Implementing and maintaining a good internal control environment</p> <p>Experience of meeting customer expectations</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>Prince 2 or appropriate project management qualification</p> <p>Knowledge of Church structures and governance arrangements</p> <p>Experience of Parish Finances, accounts and reports</p> <p>Knowledge of advanced accounting requirements including knowledge of the Charity SORP, FRS102, VAT and payroll</p>
Skills / Abilities / Aptitudes	
<p>Excellent interpersonal skills and the ability to engage with a number of different audiences and people.</p> <p>Analytical and ability to challenge underlying assumptions</p> <p>Good written and oral communication skills</p> <p>Familiarity with Microsoft Office especially Excel, accounting packages and database/systems</p> <p>Ability to manage competing deadlines to consistently meet deadlines e.g month end timetable</p> <p>Ability to analyse the problem, take the initiative and recommend solutions</p> <p>Attention to detail</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>	

ESSENTIAL	DESIRABLE
<p>Thrives working in a busy environment.</p> <p>Resilient – able to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties.</p> <p>Enjoy working as part of a team and offer support to colleagues</p> <p>Able to work under pressure and be calm when under pressure</p> <p>To be able support the Diocese’s values</p> <p>Willingness to lead by example and to offer support and coaching to other members of the team</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>An amiable personality and a good sense of humour!</p> <p>Enthusiasm for the Mission of the Church.</p> <p>A personality who enjoys dealing with members of the Church/organisation at all levels.</p> <p>Empathetic and understanding of the mission and ministry of the Church of England</p>	

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. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese. The DBF is an equal opportunities employer.

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 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 £34,000 - £36,000 per annum.
Contract	Fixed Term for 3 years, any extension is dependent upon external funding.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Full time (35 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	25 days pro-rata 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.

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: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Friday, 5th July 2024 at 5pm

Interview Date: Tuesday, 16th July 2024