

WE ARE RECRUITING



FINANCE SUPERVISOR

Location: St Boniface House, Ashburton, TQ13 7JL

Hours: 35 hours per week (Consideration given for slightly reduced hours)

Salary: Competitive Salary

Closing Date: Monday 13th November

The Finance Department is part of the Chief Operating Officer's team. The Finance Supervisor will report to the Finance Manager, who has responsibility for the day-to-day running of the department.

The role is part of the central Finance Team, whose overall objective is to provide effective and efficient financial services to the Curia (Diocesan Administration Office), the Clergy and the parishes. A fundamental requirement is the need to work in collaboration with the Finance Manager to embed best practices and a culture that enables accurate and timely financial management reports to the Trustees, the parishes and the departmental managers. The role will fulfil the following objectives as detailed below.

MAINSTREAM FINANCE SUPERVISOR RESPONSIBILITIES

Administration of four Diocesan trading entities:

- Be the lead Finance person for the subsidiary companies, ensuring invoices are processed and approved in accordance with policies. Process weekly BACS payments, and forward to the Finance Manager for approval. Ensure costs are recharged as necessary.
- Carry out VAT reconciliations and ensure correct quarterly submission of the return to HMRC
- Prepare cashflow reports and other monitoring information.
- Maintain the integrity of the DTL general ledger (and other companies, as necessary)
- Prepare the schedules for statutory accounts of DTL (and other companies as necessary) and liaise with auditors on an annual basis.

Plymouth Secular Clergy Fund (SCF) administration:

Be the lead administration contact for the SCF, which will entail regular liaison with the SCF Committee to obtain instructions and provide information as may be required. The postholder will be required to attend the meetings of the SCF Committee and the Annual General Meeting. Detailed responsibilities are as follows:

- Maintain an accurate record of the eligible clergy and keep track of the new joiners and those who have ceased. The postholder will need to provide advance information to the SCF Committee so that they are informed of those who are likely to resign from active ministry.
- Liaise with the SCF Committee on major fundraising initiatives and second collections from the parishes.
- Prepare cashflow reports and other monitoring information as may be required for the quarterly meetings of the SCF Committee
- Inform the SCF Committee of commitments in respect of newly resigned clergy, those approaching the age of resignation and those who have ceased.
- Be the point of contact for receiving the SCF investment schedules from the Investment Managers, alert the Finance Manager of unusual movements, and reconcile to the SCF investment entries in the accounting ledger.
- Prepare the schedules for the SCF statutory accounts, including analysis of the assets (i.e., investments and cash), commitments and the working balances.

Accounting support for internal projects:

- Provide accounting support and be the Finance interface for special projects, as designated by the Finance Manager.
- Be the Finance interface for projects as designated by the Finance Manager. This will entail maintaining a financial overview ensuring that the project budget is not overspent and preparing promptly financial management reports as required by the Project Team(s).
- Liaise regularly with the Project Team and keep up to date with their plans and objectives.
- Legacy Administration
- Be the initial contact person for the Diocese on legacies, which will entail liaising with solicitors and lay executors, and identify any restriction or condition applicable to the gift(s).
- Maintain a database of legacies, ensuring completeness of paperwork, accuracy and confidentiality.

Reconcile the legacy database to the financial ledger and ensure proper cut off date.

GENERAL RESPONSIBILITIES

- Be the lead finance person for one of our separately registered charities (excluding Plymouth Diocesan Trust), ensuring invoices and payments are processed when required. Including the preparation for the year end accounts and supporting paperwork.
- Prepare and submit the year end statutory accounts and related paperwork.
- Weekly approval of Diocesan wide purchase invoices and expenses, up to a value of £1,000, ensuring compliance with the Diocesan authorisation procedures.
- Monitor and investigate the log of invoices and expense claims that have remained unapproved for a considerable period and escalate issues to the Finance Manager.
- Oversight and approval of all changes and additions to supplier bank details.
- Be the point of contact between parishes and IDFM (Inter Diocesan Fuel Management) for the supply of gas and electricity.

- Support the quarter-end and year-end close processes, including preparation of various schedules to support the disclosures in the statutory accounts.

This list is not exhaustive but gives an example of some of the duties and can be added to as required and in accordance with Diocesan needs.

PERSON SPECIFICATION

Excellent interpersonal skills, an eye for detail and exceptionally well organised. You will be a great team player but able to work well autonomously. You will be comfortable taking personal responsibility for your work. You will have an aptitude for continuous learning and development.

ESSENTIAL SKILLS AND QUALIFICATIONS

- Fully qualified AAT; or part qualified CCAB
- A sound knowledge of double-entry bookkeeping and VAT and experience of preparing financial management reports for business users who have no prior accounting knowledge.
- Computer literacy: familiar with a range of financial accounting system packages; and excellent proficiency of word processing and spreadsheets
- Personable, with the ability to build a rapport and gain the confidence of a wide variety of people, ranging from staff, clergy, volunteers and professional advisors.
- Good organisation skills with the ability to manage own workload, use initiative, work with minimum supervision and manage deadlines.
- A good sense of humour and the ability to deal with people in a calm, friendly and polite manner.
- A sensitivity and empathy to working within a faith environment.
- Willingness to develop and evolve as the role evolves into other finance-based project work.

Desirable Qualities

- Knowledge of, or a background in charity accounting.
- Experience in preparing statutory accounts.
- Experience of being the liaison and providing financial management reports for projects.
- Experience of working with and understanding legacy bequests and the potential restrictions that could be imposed.
- An awareness of some elements of payroll administration and processing would be beneficial but not essential.
- An awareness of cost centre accounting.
- Finance system deployment would be an advantage.
- Use of MS TEAMS.

Copies of the job description and application form can be obtained from the HR Department on 01364 645383 or email recruitment@prcdtr.org.uk
All applications must be via application form and cover letter.