



## **DIOCESAN BOARD OF FINANCE: Financial Services Accountant**

### **JOB PROFILE**

|                           |   |
|---------------------------|---|
| <b>JOB TITLE:</b>         | Financial Services Accountant   |
| <b>ACCOUNTABLE TO:</b>    | Chief Finance Officer   |
| <b>RESPONSIBLE FOR:</b>   | Finance Officer   |
| <b>KEY RELATIONSHIPS:</b> | Diocesan Secretary<br>Archdeacons<br>Finance Team<br>Stewardship Team<br>Parish Finance Contacts<br>Wakefield Cathedral |

### **BACKGROUND**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 462 parishes and 656 church buildings.

During 2018, the Diocese launched its Strategy Framework, which brings to life the Diocesan Vision of 'Confident Christians, Growing Churches, and Transforming Communities'.

The strategy includes stretching objectives to ensure that by 2022 we have a balanced budget. In order to achieve this we need to ensure parishes recognise and understand the importance of Parish Share, and have the required support to maintain or increase their contributions as requested. Our target is to increase the total amount of Parish Share received by £2m by 2022 (compared to 2017).

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

## **JOB DESCRIPTION**

### **PRIMARY PURPOSE OF POST**

The Financial Services Accountant has the prime responsibility for running the Parish Share process and delivering a range of financial services to parishes, cathedrals and other similar institutions, which assist and support them in maintaining a compliant finance function.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Parish Share and Other Income**

- Ensure the reporting of Parish Share receipts on a monthly basis.
- Collate the statistics required for the calculation of Parish Share.
- Prepare the detailed Parish Share calculations and integrate with the overall budget process.
- Monitor parish statistics input for Research and Statistics department of Archbishops' Council.
- Support the Chief Finance Officer and Finance Manager in monitoring share collection and taking action to address performance issues.
- Attend Area Meetings to report on Parish Share and agree actions to monitor performance.

#### **Service Provision**

- Provide accounting support to third parties (e.g. parishes and cathedrals); including the provision of monthly management accounts bookkeeping services, statutory accounts preparation and independent examinations.
- Support the operation of the payroll bureau services for contracted organisations.
- Support the schools capital funding programme, including providing periodic reports and reconciliations.
- Provide professional/technical support to parish officers including the provision of appropriate training sessions in consultation with stewardship and lay training colleagues and external third parties.
- Work with members of the Stewardship and Finance teams to identify the support, which can be provided to parishes and/or treasurers.

#### **Parochial and Other Trusts**

- Working with colleagues and other support as required, review, update and maintain accounting records, the register of trusts and the register of investments.
- Support parishes in relation to the local management of trusts.
- Deal with the Charity Commission as required.

#### **Compliance Management**

- Support the parish finance returns and accounts process, encouraging compliance with company and ecclesiastical legislation, and charity accounting regulations.

**Other**

- Carry out such duties as are from time to time required by the Diocesan Secretary, Chief Financial Officer consistent with the Officer's areas of responsibility, experience and/or expertise.
- To work collaboratively with colleagues as part of the Diocesan Office team within the Diocesan Office.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

## Personnel Specification

(E – Essential criteria, D = Desirable criteria)

|   | Sections                                       |   | E                                  | D  |
|---|--|---|------------------------------------|--|
| 1 | <b>Skills, knowledge and aptitudes</b>         | <p>The Financial Services Accountant should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• Organising their time and working to deadlines.</li> <li>• A high level of attention to detail and an enquiring mind.</li> <li>• The ability to work on their own initiative.</li> <li>• Being customer focused, with good oral, written and presentation skills.</li> <li>• Knowledge and understanding of custodian and managing trusteeship.</li> <li>• A working knowledge of:               <ul style="list-style-type: none"> <li>➤ The Charities Act</li> <li>➤ Charity SORP</li> <li>➤ PCC Powers Measure</li> <li>➤ Gift Aid</li> <li>➤ Payroll taxes</li> </ul> </li> </ul>  | E<br>E<br>E<br>E                   | D<br><br><br><br><br>D<br>D<br>D<br>D<br>D       |
| 2 | <b>Qualifications, Training and Experience</b> | <p>The Financial Services Accountant should have:</p> <ul style="list-style-type: none"> <li>• A degree or equivalent in a relevant subject.</li> <li>• An ICAEW (ACA), CIMA, ACCA, CIPFA or other accounting qualification.</li> <li>• A minimum of 5 years relevant finance experience.</li> <li>• Substantial recent and relevant experience of working in an accounts office in a similar sized organisation to the Leeds DBF.</li> <li>• Experience of analysing financial and non-financial data to support decision-making.</li> <li>• Accurate report writing.</li> <li>• Ability to maintain audit control and checks on financial transactions and ledgers.</li> <li>• Preparing capital and revenue budgets.</li> <li>• Experience of preparing Financial Statements to final review stage, including trustees report.</li> <li>• Experience of, and ability to, undertake independent examinations.</li> <li>• Excellent IT literacy, including Word, Excel, PowerPoint and Outlook, plus familiarity with accounting systems.</li> </ul> | E<br><br>E<br><br>E<br>E<br>E<br>E | D<br><br>D<br><br><br><br><br><br><br>D<br><br>D |

|   |                                 |  |  |  |
|---|---------------------------------|--|--|--|
| 3 | <b>Personal Attributes</b>      | <p>The Financial Services Accountant should:</p> <ul style="list-style-type: none"> <li>• Be flexible and able to prioritise tasks.</li> <li>• Be able to work supportively and collaboratively as part of a team.</li> <li>• Be able to deal diplomatically with other diocesan officers, clergy and parishes.</li> <li>• Be able to evaluate information critically.</li> <li>• Have a tenacious approach to delivery, quality of output and organisation.</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have good interpersonal skills.</li> </ul> | <p>E<br/>E<br/>E<br/>E<br/>E<br/>E<br/>E</p> |  |
| 4 | <b>Disposition and Attitude</b> | <p>The Financial Services Accountant should:</p> <ul style="list-style-type: none"> <li>• Empathy for the faith and mission of the Church of England</li> </ul>  | E  |  |
| 5 | <b>Special Requirements</b>     | <p>The Financial Services Accountant should:</p> <ul style="list-style-type: none"> <li>• Be able to travel throughout the Diocese and attend meetings when required in evenings and at weekends.</li> </ul>   | E  |  |