



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR Senior Finance Officer

### About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

#### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### About the department

The National Society for Education (NS) is one of the National Church Institutions, working to develop leaders, shape education policy and grow faith in the areas of school, church, and home. The NS team works remotely across the UK, with teams focused on professional development for educational leaders, school inspections, shaping policy around curriculum and inclusion at the national level, increasing diversity amongst our educational leaders, implementing the Archbishops' Young Leaders Award, and supporting children and young people in their faith journey through our Growing Faith Foundation and our FLOURISH project which is seeking to grow worshipping communities in schools.

### What you'll be doing

The purpose of this role is to support the Head of Finance in leading a small team of staff to manage the day to day accounting duties of the NS. The Head of Finance will focus on strategic

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planning and management, internal and external reporting and compliance, whilst the Senior Finance Officer will oversee day to day accounts receivable, accounts payable, and banking functions.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Line management of small team (currently two roles)
- Supervision of accounts receivable and payable functions, ensuring accurate and timely processing of invoices, expenses, debtor chasing, credit notes
- Managing an outsourced payroll function
- Management of all banking functions, including payment runs, daily and weekly bank processing and reconciliation
- Management of general ledger accounts to trial balance, including month end closure, balance sheet reconciliation and income statement accounts review.
- Processing monthly standard journals and any other journals in the process of trial balance review and management accounts preparation by the Head of Finance
- Managing a shared inbox to ensure workflows are functioning and that messages are responded to in a timely manner.
- Supporting the Head of Finance in maintaining official systems and procedures
- Supporting the Head of Operations in maintaining the Team Manual Finance pages
- Supporting team managers and staff throughout the NS in their interaction with finance systems and procedures
- Supporting the Head of Finance in budget and annual audit preparation and other ad hoc work that may arise.

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## **About You**

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

#### *Knowledge/Experience*

- Experience in payroll support & posting in accounts
- Experience of working in AR and AP
- Experience of managing banking functions
- Experienced line manager
- Experience using cloud-based accounting software
- Experience in developing and documenting processes
- Experience in using excel.

*Skills & Abilities:*

- Strong attention to detail
- Able to track multiple deadlines and organise work appropriately with a team
- Able to review processes and suggest improvement

*Qualifications & Training:*

**Desirable**

- Experience working in a remote team
- Proven track record of managing accounting functions to trial balance.
- Experience working in the charity sector
- Knowledge of Charity Commission regulations
- Excel pivot tables
- Maths A-level, or equivalent

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Senior Finance Officer</b>
<b>NCI ENTITY:</b>	National Society for Promoting Religious Education
<b>DEPARTMENT:</b>	Education & Growing Faith
<b>GRADE:</b>	<a href="#">Band 5</a> <a href="#">Standard Point</a>
<b>SALARY:</b>	£38,918
<b>WORKING HOURS:</b>	<a href="#">35</a>
<b>PRIMARY OFFICE LOCATION:</b>	<a href="#">Church House, London</a>
<b>HYBRID WORK ARRANGEMENTS:</b>	<a href="#">1-2 days per week in the office</a>
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Select the contract type
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	<a href="#">TBC</a>
<b>COST CODE:</b>	70101
<b>PARENT POSITION:</b>	<a href="#">Head of Operations</a>