

ROLE PROFILE *FOR* INTERIM DEPUTY HEAD OF FINANCIAL PLANNING & ANALYSIS (FINANCE BUSINESS PARTNERING)

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.

Their activities are hugely varied, ranging from management of a multi-billion-pound investment fund, to a grant-giving charity, a housing service for retired clergy and the administration of three multi-employer pension schemes.

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 Finance department is a shared services function working across the NCIs to provide a comprehensive, cost-effective finance service to each organisation, and helping to co-ordinate joint projects where appropriate. The team also provides support to, and promotes best practice

across the wider Church in relation to financial matters, including monitoring the financial health of Dioceses, Cathedrals, Theological Education Institutions etc.

The Finance team is currently supporting their NCI clients with some major change and transformation projects, as well as undergoing significant changes to their own ways of working to ensure they can deliver a high-quality Finance service which meets the needs of the NCIs. This includes undertaking a Finance Transformation Programme to help Finance develop their service (replacing an ageing finance system as well as associated process improvement and changes to ways of working) and supporting the Church of England Governance Programme which will reshape the National Church Institutions themselves.

As one of two deputies in the team, the Deputy Head of FP&A (Finance Business Partnering) has a key role to play in supporting the management of the day to day cycle of the Financial Planning and Analysis function for an interim period of 18 months, whilst the Finance Transformation Programme is ongoing and the Head of FP&A takes on a wider transformational role. The role will direct line manage the 5 Finance Business Partners supporting each NCI to deliver core business partnering, management accounting and reporting services. The role will also help to support the Head of Financial Planning and Analysis by leading on business-as-usual including any ad hoc analysis requirements, change initiatives and efficiency and process improvements to further embed Finance Business Partnering across the NCIs and to bring a greater level of consistency, efficiency and quality to financial reporting and planning processes until the Finance Transformation Programme is complete.

Strong capabilities in leading and line managing a business partnering team will be needed as well as the ability to independently take initiative to deliver on day-to-day operational requirements including setting overall timetables and processes, ensuring delivery of reporting to required KPIs and supporting the development and management of the team.

What you'll be doing

We are seeking a dynamic, self-motivated, CCAB or equivalent qualified finance professional with strong experience of people management and leadership skills, to play a key leadership role in the Financial Planning and Analysis Team. The Deputy Head of FP&A (Finance Business Partnering) will directly lead a team of Finance Business Partners (5 direct reports) to provide excellent core financial reporting and planning activities and co-ordination across the NCIs of the budgeting and planning cycle, ensuring the Finance Business Partnering team are well supported to deliver high quality strategic partnering to each of the NCIs.

Together with the Head of Financial Planning and Analysis and the Deputy Head of FP&A (Management Accounting and Analysis), you will ensure the delivery of timely and accurate financial planning and reporting processes and annual cycle across all of the NCIs, maintaining consistent service levels and leading on business as usual change, particularly addressing any immediate internal audit change requirements and managing risk of the current manual processes.

You will work collaboratively with the Head of Financial Planning and Analysis to ensure high quality seamless Finance support to each of the NCIs as well as to a range of projects, programmes and analysis requirements within the NCIs.

You will specifically act to support and oversee the work across the Finance Business Partnering team including developing the capabilities of newer Finance Business Partners and their underlying teams across their work, understanding the business and providing leadership, meaningful financial insight and advice to support the delivery of strategic and operational objectives.

You will have excellent interpersonal skills, able to build effective relationships with a wide range of stakeholders. You will also have highly developed analytical skills, and be able to provide value-added strategic decision support to your internal clients. You will be passionate about delivering best practice and growing a high performing team. You will also promote collaborative working across the Finance department to ensure high standards of service for our customers.

MAIN DUTIES AND RESPONSIBILITIES

- **Financial planning, reporting and monitoring**

Lead together with the Head of Financial Planning and Analysis and the Deputy of FP&A (Management Accounting and Analysis) on Financial Planning, Reporting & Analysis across the NCIs:

- Leading, motivating and line managing the Finance Business Partnering team to provide a consistent and high-quality financial planning and analysis service to all NCI clients and facilitating excellent communication with the Management Accounting and Analysis Team and other wider Finance teams
- Promoting a client-focused business partnering approach within the teams and developing the capabilities of the Finance Business Partnering team
- Ensuring the delivery of timely, insightful and accurate financial reporting to each of the NCIs, in accordance with an agreed timetable
- Work collaboratively under the guidance of the Head of Financial Planning and Analysis to lead on any initiatives in developing and rolling out best practice, high quality management reporting in response to the operational and decision-making needs of each organisation including identifying risks and opportunities to the delivery of financial plans
- Setting and managing of timetables for the production of phased budgets and regular reforecasts for the NCIs, ensuring consistency of approach and alignment with strategic planning processes
- Ensuring that standardised, robust templates are in place to support the budget and forecast processes and pan-NCI projects and other reporting requirements, developing and using appropriate technological solutions to streamline these processes and maximise effort on 'value-add' activities
- Promoting consistency in financial reporting and modelling standards across the NCIs

- Driving an agenda of continual improvement and innovation, keeping pace with developments in best practice and promoting excellence, efficiency and standardisation in financial reporting
- Leading one-off pieces of work that may be necessary to implement financial strategies, for example any NCI Capital projects, financial monitoring and analysis of major NCI programmes
- Ensuring management and board reporting is delivered in alignment with KPIs and leading on reporting KPI compliance for FP&A.
- Supporting the efficiencies programme, ensuring a joined-up approach is taken across the NCIs in monitoring and reporting on efficiencies as they arise.
- Leading on the delivery of BAU change in relation to internal audit feedback, ensuring improvements are actioned and reported on according to timelines.

- **Financial management and accountability**

Improve financial management and accountability across the NCIs:

- Responsible for the relationship with Financial Accounting and Operations team, working collaboratively to ensure that monthly, quarterly and year end close is complete and all necessary transactions are recorded accurately and on time
- Ensuring the month end timetable is reviewed and signed off by the team and performing review of workload across the team using the Finance planner, including guiding on prioritisation of tasks.
- Acting as a Senior Finance representative on various Project Boards, Steering Groups or other sub-committees as required
- Ensuring the provision of financial support and challenge for relevant project activity (including pan-NCI projects and grant funding streams) as appropriate – leading the team to develop financial analysis for business cases, preparing project budgets and forecasts, and reporting against them
- Developing and delivering a programme of financial training and support to non-finance colleagues to help improve financial literacy and accountability across the organisation

- **Other support for the Finance Function**

- Work collaboratively with the Head of Financial Planning and Analysis, deputising as required and providing support and cover as needed to promote continuous improvement and drive efficiency and effectiveness in the delivery of departmental objectives
- Leading on FP&A team meetings including constructing and delivering appropriate agendas to ensure the team remains informed on all relevant knowledge.

- Contribute to building the skills and performance of the team, supporting development of individuals, planning and delivering goals and targets, and communicating effectively
- Promote effective working relationships with key internal and external stakeholders, the latter including, External Auditors and other key suppliers

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

- Significant experience in financial planning and analysis covering all aspects of budgeting, forecasting and management reporting for a complex organisation
- Experience of leading finance business partnering, acting as a trusted advisor, providing insight and analysis to senior colleagues
- Experience in problem solving and implementing process improvements, particularly in relation to internal reporting (e.g. efficient design of Excel reports)
- Experience in developing and managing teams, motivating staff to deliver results
- Experience in using technology to drive quality and effectiveness in financial reporting, demonstrating a good understanding of data structures

Skills & Abilities:

- Strong analytical skills, able to provide insightful, accurate analysis of complex financial data and communicate clearly to finance and non-finance audiences
- Excellent IT / system skills including advanced Excel and data manipulation skills
- Strong presentation skills, able to use PowerPoint or similar products to develop high quality reports appropriate to a range of audiences
- Good formal written skills, able to produce papers for Boards and Committees, explaining complex information and issues in a clear and concise way
- Well organised and able to prioritise across competing demands, working calmly under pressure

- Excellent interpersonal and influencing skills; customer-focussed; able to partner effectively with key stakeholders and achieve cooperation and results from others
- Good communication skills, both written and oral, able to communicate effectively with a range of stakeholders and to explain financial issues to non-finance staff
- Proactive, flexible, self-motivated and enthusiastic
- Persistent and resilient; able to overcome challenges and find solutions

Qualifications & Training:

- CCAB or equivalent professional accounting body qualification with significant PQE in a similar role

Desirable

- SAP experience
- Advanced Excel modelling skills
- Experience in implementing financial reporting and planning tools
- Knowledge and experience of charity organisations and the Charities SORP

Vacancy Summary

JOB TITLE:	Deputy Head of Financial Planning and Analysis (Finance Business Partnering)
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 2 Market Rate Salary
SALARY:	£78,181
WORKING HOURS:	35 Hours
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Minimum 2 days a week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 18 Months
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8101772
COST CODE:	50101
PARENT POSITION:	Head of Financial Planning and Analysis