



**DIOCESAN BOARD OF FINANCE:
FINANCE DEPARTMENT
GRANT FUNDING ACCOUNTANT**

JOB PROFILE

JOB TITLE:	Grant Funding Accountant
ACCOUNTABLE TO:	Finance Manager
RESPONSIBLE FOR:	None
KEY RELATIONSHIPS:	Church House SLT Church House Colleagues Grant Funders Project Boards

BACKGROUND

The Diocese of Leeds covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. This is one of the largest dioceses in England and its creation in 2014 was unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400. The Diocese has around 600 church buildings in 450 parishes and 236 Church of England schools and academies.

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.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

JOB DESCRIPTION

PRIMARY PURPOSE OF POST

- To provide accurate and timely project and grant reporting to enable good decision making and robust financial control.

MAIN DUTIES AND RESPONSIBILITIES

Grant Management

- To work with colleagues to prepare grant application budgets.
- To produce periodic grant budget monitoring reports.
- To provide project/grant reporting to programme boards and external funders.
- To prepare grant funding claims.
- To work with project colleagues to ensure sound financial management of grant funds.

Planning and Reporting

- To provide relevant and timely accounting information to management, other committees, colleagues and decision-making groups as required.

Financial Control

- Completion / review of Balance Sheet reconciliation.
- Preparation / review of accruals and prepayments.

Other Responsibilities

- To liaise with staff at the National Church Institutions on relevant matters.
- Supporting the annual audit process as required.
- Supporting colleagues as required.
- To undertake such other tasks or projects as may be required from time to time by the Chief Executive Officer or Chief Financial Officer.

Self

- To maintain high standards in own personal development to keep abreast of current good practice in relation to accounting and reporting.

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	Skills, knowledge and aptitudes	<p>The candidate should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • Experience of preparing management accounts, budgets and forecasts. • Proven experience of grant funding and reporting • Ability to run efficient and effective financial and administrative processes. • A robust understanding of the importance of controls. • Be able to communicate financial matters effectively to non-financial professionals as a confident presenter. • Good written communication and presentation skills. • Highly IT literate, with proven systems experience and excellent Excel skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	D
2	Qualifications, Training and Experience	<p>The candidate should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • ICAEW (ACA), CIMA, ACCA or CIPFA accounting qualification. • Current membership of the appropriate institute. 	<p>E</p> <p>E</p>	
3	Personal Attributes	<p>The candidate should:</p> <ul style="list-style-type: none"> • Be able to evaluate information critically. • In the context of the bigger picture, have the ability attend to detail. • Be able to make decisions and have the ability to solve problems effectively. • Be a person of integrity. • Have good interpersonal skills. • Have an understanding of confidentiality issues and the use of discretion. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
4	Disposition and Attitude	<p>The candidate should have:</p> <ul style="list-style-type: none"> • Empathy for the faith and mission of the Church of England 	E	
5	Special Requirements	<p>The candidate should:</p> <ul style="list-style-type: none"> • From time to time, be able and willing to travel throughout the Diocese and attend meetings when required in evenings and at weekends. 	E	