

MANAGEMENT ACCOUNTANT

DIOCESE OF LINCOLN

The Diocese of Lincoln are seeking

a skilled and proactive Management Accountant to join our Finance Team. This is an exciting opportunity for a finance professional who enjoys working with a wide range of stakeholders, providing meaningful financial insight, and supporting excellent stewardship of resources across the diocese.

Reporting to the Head of Finance, you will play a key role in delivering accurate management information, supporting budget holders, contributing to financial planning and forecasting, and assisting with the preparation of statutory accounts. You will also help support Parochial Church Councils (PCCs) with annual accounts and returns, making a tangible contribution to the mission and ministry of the Church across Greater Lincolnshire.

We are looking for someone who has:

- A CCAB qualification, is working towards a professional qualification, or has equivalent relevant experience.
- Strong management accounting and budgeting experience.
- Excellent analytical and numerical skills.
- Advanced Microsoft Excel skills.
- Experience using financial systems and reporting tools.
- A sound understanding of financial controls, accounting standards and regulatory requirements.
- The ability to communicate complex financial information clearly to non-financial colleagues.
- Excellent organisational skills and the ability to manage competing priorities.

Experience of charity accounting, financial system implementation projects, supervisory responsibilities and Oracle NetSuite would be advantageous.

Find Out More About Us

THE LINCOLN DIOCESE

FINANCE

CLOSING: SUNDAY, JANUARY 3, 2027
INTERVIEW: THURSDAY, JANUARY 14, 2027

The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.

- 33 DAYS HOLIDAY INCL BANK HOLIDAYS
- ON SITE PARKING
- COMPETITIVE PENSION SCHEME
- OCCUPATIONAL SICK PAY
- EMPLOYEE ASSISTANCE PROGRAMME WITH HEALTH CASHBACK PLAN
- SUPPORTED PROFESSIONAL DEVELOPMENT

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OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

LEARNING & DEVELOPMENT OPPORTUNITES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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JOB DESCRIPTION

JOB TITLE:	MANAGEMENT ACCOUNTANT
ACCOUNTABLE TO:	HEAD OF FINANCE
SALARY:	£45,000 - £50,000 (DEPENDANT ON QUALIFICATIONS & EXPERIENCE) WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY
CONTRACTUAL STATUS:	FULL-TIME PERMANANT
KEY RELATIONSHPS:	• Head of Finance • Diocesan Secretary • Deputy Diocesan Secretary • Heads of Departments • Parish Treasurers • Trust and Asset Accountant • Budget Holders • Generous Living Team
MAIN LOCATION:	EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU
HOURS OF WORK:	35 HOURS PER WEEK, MONDAY TO FRIDAY
JOB SUMMARY:	Reporting to the Head of Finance, the Management Accountant provides timely, accurate financial and administrative support to colleagues and budget holders within the DBF. The post holder assists the Head of Finance with the production of management accounts and forecasts, the preparation of monthly and annual budgets and the production of year-end accounts. The role also provides assistance and support to Parochial Church Councils (PCCs) in preparing their annual accounts and returns

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KEY DUTIES AND RESPONSIBILITIES:

- Review daily transactions to ensure that all postings are accurate and correctly coded.
- Produce monthly management accounts, with supporting commentary and variance analysis, as required by the Head of Finance.
- Produce forecasts as required.
- Prepare accurate and well-presented information for the annual budget cycle.
- Reconcile control and balance sheet accounts on a monthly basis.
- Work with the Generous Living Team, to support the management of Parish share contributions, including correspondence with relevant parties.
- Issue monthly management reports to budget holders, ensuring that budget reviews are held monthly and address ad-hoc budget related issues.
- Assist the Head of Finance with appropriate processes and procedures following the implementation of new systems.
- Support the preparation of prepayments, accruals and journals.
- Complete the VAT return for review by the Head of Finance.
- Assist the Head of Finance with the production of year end statutory accounts.
- versee the purchase and sales ledger accounts.
- Supervise colleagues in their day-to-day work and assistance where necessary.
- Handle daily customer and supplier queries and resolve them professionally.
- Respond to telephone queries and other ad hoc requests from suppliers and internal customers.
- Undertake other reasonable duties as required from time to time, consistent with the responsibilities of the grade.
- Collate data and maintain grant schedules and claims.

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PERSON SPECIFICATION

QUALIFCATIONS & SKILLS:

- CCAB qualified/working towards a professional qualification or equivalent experience
- Excellent communication and presentation skills (written, face to face)
- Experience of using financial software
- Solid knowledge of financial and accounting procedures
- Advanced proficiency in MS Excel skills
- Knowledge of Financial Accounting Standards and regulatory frameworks (VAT, GDPR, charity accounting standards)
- Ability to prioritise tasks to meet deadlines
- Strong digital skills including data visualisation and reporting tools
- Ability to make numbers understandable to non-financial managers.

EXPERIENCE

- Appropriate experience in the area of finance and budgeting
- Production of Annual Statutory Accounts
- Experience or exposure to the implementation of new financial systems
- Supervisory or mentoring experience with the ability to oversee and support colleagues
- Experience of Oracle NetSuite.

KNOWLEDGE

- Proven ability to plan and prioritise work and work over a sustained period without detailed supervision
- Excellent analytical and numerical skills
- A team player who can work well with colleagues in the Diocesan Office, parish priests and local church leaders
- Willingness to work flexibly and outside of normal working hours as required

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CONTINUED PROFESSIONAL DEVELOPMENT:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

GENERAL RESPONSIBILITIES:

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

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