

FINANCE MANAGER

RECRUITMENT PACK

2026

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FINANCE MANAGER: ROLE PURPOSE

To assist and support the Director of Finance & Assets in providing an effective financial management service to The Truro Diocesan Board of Finance Ltd (TDBF) and its affiliated organisations. This includes ensuring strong financial governance, high quality financial reporting, and well-informed decision making.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.

KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT & REPORTING

- Produce timely monthly management accounts, including month-end journals and variance analysis.
- Monitor unrestricted, restricted and endowment funds.
- Manage cashflow and liquidity forecasting.
- Maintain the nominal ledger and reconcile all control accounts.
- Oversee all financial processes, including the purchase ledger, sales ledger and cashbook.
- Prepare and present regular financial information, including analysis and reports, to budget holders, Boards and Committees.
- Report on Ministry and Mission Fund (MMF) (i.e. parish) contributions.

- Assist with preparation of annual statutory accounts.
- Produce routine and ad hoc financial reports and analysis as required.

BUDGETING & FORECASTING

- Produce the annual budget and quarterly forecasts.
- Support strategic financial planning and the monitoring of financial performance.
- Work with budget managers to ensure accountability, that procedures are followed, and forecasting is timely and accurate.

PAYROLL & PENSION

- Manage payroll and pension processing for employees.
- Ensure accurate and timely submission of all payroll-related information.

COMPLIANCE & GOVERNANCE

- Ensure compliance with the Statement of Recommended Practice (SORP) and charity finance regulations.
- Review parish accounts for compliance with charity and Church of England financial requirements.
- Authorise bank payments in line with delegated authority.
- Ensure adherence to internal policies, financial controls and audit requirements.

KEY RESPONSIBILITIES

LINE MANAGEMENT

- Line manage the Finance Assistant and the Finance and Grants Officer, providing supervision, support and delegation of tasks.
- Manage the team workload and capacity to ensure an efficient and effective finance function.

RISK MANAGEMENT

- Identify, assess and monitor financial risks, escalating where appropriate.

STAKEHOLDER SUPPORT & LIAISON

- Plan and deliver training to parishes and other stakeholders both in person and online.
- Build positive relationships with:
 - budget holders.
 - internal staff and governance bodies.
 - clergy.
 - Parochial Church Council (PCC) Treasurers.
 - Savills Property Management (managers of the property and glebe portfolios).
 - auditors and other professional advisors.

OTHER

- Support the Director of Finance and Assets with any matters relating to the financial affairs of the diocese.
- In the absence of the Director of Finance & Assets, and when outside delegated authority, ensure that any matters arising are referred to the Diocesan Secretary.
- Undertake any other duties relevant to the role.
- Take responsibility for ongoing professional development and undertake relevant training.

KEY RELATIONSHIPS

The key relationships for the post holder are:

- Director of Finance and Assets.
- Finance, Assets & Risk Committee.
- Diocesan Secretary.
- Director of Human Resources.
- Budget holders.
- Internal colleagues & external professionals.
- Savills Property Management.
- Rural Deans, incumbents and other clergy.
- PCCs, deaneries, and PCC and deanery treasurers.

PERSON SPECIFICATION

ESSENTIAL

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

AAT qualified with demonstrable vocational experience
Working in a Finance Manager or equivalent role
Preparing management accounts, budgets and forecasts
Completing reconciliations and day-to-day accounting tasks
Using Sage or a similar accounting package
Significant experience in a charity or not-for-profit organisation
Experience of line management

SKILLS & ABILITIES/ APTITUDES

High level of accuracy and attention to detail
Strong organisational and time management skills
Ability to work well under pressure and to tight deadlines
Able to work with multiple and varying stakeholders
Ability to explain complex financial information clearly to non-financial stakeholders
Strong understanding of charity financial regulations, SORP and charity law
Strong IT skills, including Microsoft Office, with willingness to develop new systems and ways of working, and to engage with new technology and AI
Proactive problem-solving skills

PERSONAL QUALITIES

Commitment to, and understanding of, equality and diversity
Willingness to understand and engage with the Church of England, its structures and legal framework
Commitment to, and respect for, the aims and values of the TDBF

DESIRABLE

A recognised professional accounting qualification (ACA, ACCA, CIMA) part or fully qualified
Experience of working in a financial role in a faith organisation
At least 5 years' experience post qualification in end-to-end accounting

TERMS & CONDITIONS

SALARY

£45,000 - £48,000 per annum (salary dependent on skills and experience).

PENSION

You will be enrolled in membership of the **Church of England Pension** scheme.

HOURS

This is a full-time role based on a 35-hour week.

REPORTING TO

The Director of Finance & Assets.

ANNUAL LEAVE

25 days a year plus bank holidays. There are also discretionary office closure days for Maundy Thursday and the period between Christmas and New Year. Annual leave increases after two years service.

LOCATION

The office works in a hybrid pattern with option for some homeworking where agreed. Desks and meeting rooms are available to book in our offices at the Old Cathedral School in Truro. We provide basic office supplies and IT equipment, including a laptop, chair, printer and peripherals, e.g. mouse, keyboard, cables, etc. and any accessibility equipment.

LINE MANAGEMENT RESPONSIBILITIES

Finance Assistant and Finance & Grants Officer.

DBS

The appointment is not subject to an enhanced DBS check.

Visit our website to find out more about [working with us](#)

IMPORTANT INFORMATION

HEALTH & SAFETY

- Adhere to the Diocese of Truro health and safety policy and procedure as well as any other related laws.
- Do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

SAFEGUARDING

- Adhere to the Diocese of Truro's safeguarding policy and procedures as well as any other related laws.
- Do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

OTHER

- Undertake any other duties as relevant and appropriate to the role.
- Undertake relevant training and development activities required to best carry out the role.

HOW TO APPLY

To apply please follow the application process here. The deadline for applications is **12 noon, Monday, April 13** with interviews to be held on **April 21** in Truro.

For an informal discussion about the role with Sophie Eddy, Director of Finance & Assets, please email sophie.eddy@trurodiocese.org.uk

We look forward to receiving your application.
Apply via **Pathways**

