

ROLE PROFILE FOR Church Finance Transformation Manager

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 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.

What you'll be doing

A Diocesan Finances Review was undertaken in 2025 which resulted in several key changes to financial flows between dioceses and the National Church Institutions. The purpose of this role is

to **design and implement the process changes, operational arrangements and governance** necessary to support new ways of working for the NCIs and Dioceses.

The main change relates to the **simplification of the administration of funding in relation to ordained ministry training**. Dioceses will contribute to a single Ministry Training Fund which will meet the costs of ordained ministry training (fees, accommodation costs, maintenance and travel expenses), with administration carried out by the National Team, to provide a one-stop-shop for ordinands to understand entitlements, apply for grants and claim expenses. The post holder will be responsible for designing and implementing new technology-enabled processes and ways of working to support the efficient and effective operation of the Ministry Training Fund.

£10 million of funding was provided within the national Church of England's spending plans for 2026-28 to enable detailed analysis and planning to be undertaken (including pilot initiatives) focused on **addressing structural overheads in the Church**, and opportunities to reduce duplication and complexity. This role will enable **appropriate governance processes** in relation to the allocation and oversight of these monies.

The Spending plans also incorporate **savings targets** (£4 million + in 2026-28 and £20 million + by 2029-31) in some key areas relating to Bishops and Archbishops' ministry costs and National Church costs. This role will work with the relevant groups charged with delivering those savings, to ensure **adequate oversight and monitoring**, and report back to key governance bodies on a regular basis.

MAIN DUTIES AND RESPONSIBILITIES

Ministry Training Fund Design and Implementation (To manage funds of c. £25 million per annum)

- Lead the design and implementation of the new ministry training fund arrangements:
 - Design the operating model, identifying the people, processes and technology needed to support the new arrangements (including entitlement calculator, grant claim process, travel expense claim process, collection of diocesan contributions, funding of TEIs etc)
 - Project manage the implementation of new operating model including any systems / system change needed, collaborating with relevant System Owners across the NCIs and the Finance Transformation Programme, and ensuring compliance with the NCIs' technology strategy and Project Management Framework
 - Engage with stakeholders (Ministry Development and Finance teams in the NCIs, staff in Dioceses and Theological Colleges and ordinands) to ensure a customer-focused approach to designing new processes
 - Develop and deliver appropriate stakeholder communication plans, ensuring changes are communicated clearly and effectively and supporting the adoption of new ways of working
 - Establish appropriate project governance arrangements to ensure successful delivery of outcomes and benefits

Structural change projects (£10 million budget across 2026-28)

- Liaise with relevant teams and committees to support the development of proposals for initiatives which would help to reduce complexity, duplication and overhead across the Church
- Design and support appropriate governance processes for the assessment and allocation of funding for structural change initiatives
- Monitor and report on progress against agreed outcomes

Monitoring Savings Plans (c.£8 million p.a. long term targets)

- Oversee the delivery of savings plans, developing an appropriate monitoring and reporting framework
- Ensure regular and comprehensive reporting to those charged with Governance

Ad hoc projects

- Undertaking other ad hoc projects, analysis and reporting as required, including support for relevant Governance committees etc. as may be needed in respect of delivering the Triennium Spending Plans 2026-28 and any other changes arising from the Diocesan Finances Review

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 leading and delivering successful strategic change, improving processes and ways of working within a team and with other teams
- Experience of running projects using an established project management methodology, developing robust and deliverable project plans and ensuring appropriate governance and controls
- Experience and confidence in working with large budgets and ensuring value-for-money in delivery
- Experience of supporting formal governance processes, including writing papers and presenting to Boards and Committees

Skills & Abilities:

- Collaborative and delivery-focused approach, able to work with a wide range of teams and specialisms to deliver outcomes
- Project management skills and understanding of best practice in project delivery throughout the full project lifecycle
- Strong analytical and financial skills and excellent attention to detail
- Excellent IT skills, including strong aptitude for systems and technology
- Strong influencing and persuasive skills, able to engage and motivate others and achieve buy-in without direct line management responsibility
- Proactive, self-motivated and enthusiastic, confident in decision-making and problem solving
- Well organised with an ability to work calmly and effectively under pressure
- Excellent communication skills, both written and oral, able to engage a wide range of stakeholders at all levels, including both finance professionals and non-finance staff
- Business analyst skills – able to understand business needs and translate them into practical solutions
- Proven ability to build relationships, trust and credibility with a wide range of diverse stakeholders

Desirable

- Understanding of the Church of England including Church governance, organisational structures and cultures and in sympathy with its work and aims
- Understanding of Church of England finances and / or Theological Education sector
- Finance qualification or experience of working in a finance environment
- Project management qualification

Vacancy Summary

JOB TITLE:	Church Finance Transformation Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Finance
GRADE:	Band 2 Market Rate Salary
SALARY:	£75,000
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Any of our office locations
HYBRID WORK ARRANGEMENTS:	Minimum 2 days per week in the office from one of our office locations
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 12 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:	8104454
COST CODE:	50101
PARENT POSITION:	8101760