

Diocese of Rochester

called together

JOB TITLE: Financial Accountant

LOCATION: Diocesan Office, St. Nicholas Church, Boley Hill, Rochester

GRADE: Grade 6

REPORTING TO: Head of Finance

PURPOSE OF JOB

Support the Head of Finance to ensure that the financial transactions of the Rochester Diocesan Board of Finance are properly controlled, accounted for and reported on and that the Board and senior staff receive timely and accurate professional management information as and when required.

Be responsible for the Indicative Offers calculation process (being the biggest income stream for the Diocese) and monitor against actual amounts received to provide financial and management information to aid discussion on parish financial performance and to evolve the process.

Produce accounts for Diocesan related bodies on an ad hoc basis e.g. St Benedict's Centre, Emmaus Centre.

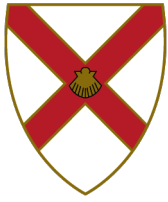
PRINCIPAL ACCOUNTABILITIES

Financial/Management Reporting

- Assist the Head of Finance in preparing the annual statutory accounts together with all relevant backing schedules and compliance with relevant legislation.
- Assist with external audit liaison and administration.
- Assist Head of Finance and Diocesan Management Accountant with the production of monthly management accounts including preparation of monthly journals, budget holder reports and any other ad-hoc reports and analysis.
- Understand and ensure the recording of regular payments and receipts to ensure that routine items of income and expenditure are processed in a timely manner.
- Work with a command of the Nominal Ledger with the ability to prepare journals, and to provide information regarding appropriate accounts and fund balances to colleagues.
- Complete quarterly VAT returns and other statutory returns to the Charity Commission, Companies House etc.
- Maintain the investment and trust ledgers for all amounts held by the Diocesan Board of Finance as Custodian Trustee.
- Maintain the fixed asset register for all Diocesan Assets.

Parish Indicative Offer System

- Adopt and develop as necessary the calculation of the Indicative Offers.
- Perform the calculations of Indicative Offers on an annual basis and communicate to parishes.
- Correspond with parishes to acknowledge Offers made and deal with queries throughout the year.
- Support the Parish Offer Evaluation panel and produce summary reports for review by the panel to discuss and aid decision making.



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Accountancy Services

- Accountant for Emmaus Developments Ltd, and other associated companies with the Diocese that may emerge, including being company secretary, producing statutory accounts, calculate and submit vat returns and other legally required submissions.
- Accountant for St Benedict's Centre, producing budgets, statutory accounts, setting up systems calculating and submitting vat returns.
- Assist the Head of Finance in fulfilling the requirements of the service level agreement with the Rochester Diocesan Board of Education including preparing the annual statutory accounts, external audit liaison and administration, quarterly management accounts, investment returns report and quarterly VAT returns.
- Provide ad-hoc advice to parishes where requested on financial matters such as parish offers, parochial fees, current legislation etc and assist in arranging and presenting various Treasurer Training events.

Diocesan Project Support

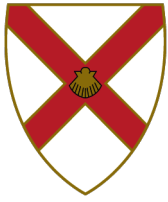
- Provide financial support for occasional Diocesan projects as required by senior management.

Parish Returns

- Co-ordinate the obtaining of Statistics for Mission and Finance Returns into the system utilising the resource of an admin assistant.
- Verifying annual parish Finance Returns where appropriate to ensure a correct and consistent approach.
- Ensure the Annual Report and Accounts are received for each parish as required by the Church Representation rules.

SKILLS AND EXPERIENCE

- A minimum of 3 years' experience, including annual budget preparation, financial modelling and analysis, cash flow reporting and statutory accounts.
- Part/newly qualified accountant from one of the CCAB-recognised Accountancy bodies or equivalent (ACCA, CIMA, ACA etc).
- Experience of computerised accounting systems, preferably NAV/MS Dynamic 2013, including report writing.
- Proficient Microsoft Office user, in particular a strong aptitude in Excel.
- A meticulous and methodical approach, with experience of developing and improving working practices in line with organisational needs.
- Proven experience in delivery of accurate, high quality work and reports to deadlines and to required standards.
- Strong project management and administrative skills with the ability to remain motivated under pressure.
- Excellent standard of written and verbal English with the ability to build relationships and communicate effectively at all levels both within and outside of the organisation.
- Understanding of Charities Act issues as they affect PCC's desirable but not essential.
- Experience of working with the charity or church sector desirable but not essential.
- Experience of working as part of a small team.



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COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.

July 2022