



DIOCESE OF TRURO  
DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH

## JOB DESCRIPTION

Job Title:	Finance Manager
Standard Working Hours:	35 hours a week
Salary:	£35,000 per annum
Reporting to:	Director of Finance & Assets
Responsible for:	Finance Assistant
Location:	Home working and Church House, Truro
Key purpose of the role:	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. The post holder is responsible for the operation of all of the financial systems including the production of the annual budget, monthly management accounts and quarterly forecasts
DBS check required?	No

## Main duties

### Planning and sustainability

- Keeping abreast of national legislative and Church of England changes, including good practice
- Advising the Director of Finance and Assets and other stakeholders, where appropriate, of said changes to assist in the sustainable and fruitful vision of the organisation
- Producing the annual budget and quarterly forecasts

### Financial management

- Producing timely monthly management accounts, including posting month end journals and variance analysis of budget/forecast to actuals
- Reporting on MMF contributions
- Managing of cash flow
- Administering all stages of payroll processing
- Maintaining the nominal ledger including reconciling all control accounts
- Administering grant claims, including Gift Aid

- Assisting with responding to routine financial enquiries from budget holders, clergy, Parochial Church Council (PCC) Treasurers and the TDBF creditors
- Reviewing parish accounts for compliance with Charity and Church accounting regulations
- Assisting with, and contributing to, the preparation of the statutory accounts
- Producing routine and ad hoc reports and analysis

### Line management

- Line management, and overseeing the work, of the Finance Assistant

### Other

- Authorising of bank payments
- Building positive relationships with all staff, clergy, Parochial Church Councils, the Board of Finance and other governance bodies, suppliers and professional advisors, including auditors and other contractors or consultants
- Assisting the Finance Department in the delivery of training to parishes and other stakeholders
- Assisting the Director of Finance and Assets with all matters relating to the financial affairs of the Diocese
- In the absence of the Director of Finance & Assets, undertaking other duties as authorised and instructed by them
- In the absence of the Director of Finance & Assets, and when outside delegated authority, ensuring that any matters arising are referred to the Diocesan Secretary
- Any other duties as required to ensure the smooth running of the Finance Department
- Undertaking relevant training required to best carry out the role, if required, and taking responsibility for own professional development

### Health & Safety

To adhere to the Diocese of Truro's Health and Safety policy and procedures as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

### Safeguarding

To adhere to the Diocese of Truro's Safeguarding policy and procedures as well as any other related laws and to 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.

**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.**

**This job description will be reviewed periodically, and may be subject to amendment.**

# Person Specification

## Qualifications, Experience and Knowledge

- A recognised professional accounting qualification, ideally ACA, ACCA or CIMA part or fully qualified but will consider AAT qualified with demonstrable vocational experience
- Experience in a Finance Manager role
- Line management experience
- Experience of preparing management accounts, budgets and forecasts
- Experience of completing reconciliations and other day-to-day accounting activities
- Experience of using Sage (or another very similar accounting package)
- Experience of working in the third sector (Desirable)
- At least 5 years' experience post qualification in end to end accounting (Desirable)

## Skills and Abilities

- Good attention to detail
- Well organised with excellent time management skills
- Ability to work independently, under pressure and to tight deadlines
- High level of attention to detail and accuracy
- Good communication skills both orally and in writing, especially the ability to explain complex financial information in a clear way
- Strong IT skills including use of Microsoft Office and a desire to develop new systems and ways of working using new technology
- A proactive problem solver

## Personal attributes

- Commitment to, and understanding of, equality and diversity
- Willingness to understand and engage with the Church of England including its values and its structures, including the legal framework

April 2022