

## **Job Description**

### **Director of Finance**

#### **Background**

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include support for local mission and ministry, finance, GDPR and data, communications, and safeguarding services.

The Diocese has a new Vision and is developing exciting £multi-million plans in areas including mission & ministry, church buildings and net zero carbon work that will grow the impact of the Church of England locally. The Director of Finance will play a central role in developing financial plans to enable this programme to be achieved.

#### **Ethos and Values**

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

#### **Purpose of the role**

The Director of Finance is responsible for the strategic direction and long-term viability of the finances of the Norwich Diocesan Board of Finance, with operational responsibility for both the finance function and IT services.

The role holder will be an effective and visible member of the Senior Leadership Team, proactively contributing to enhancing an inspiring organisational culture built on a positive values base that is exhibited in the behaviours of all our team.

## Key working relationships

<b>Line manager</b>	Diocesan Secretary (Chief Executive)
<b>Positions managed</b>	Finance Team IT Coordinator Data Analyst
<b>Internal</b>	Members of the Senior Leadership Team Parish Support Team Colleagues Bishop's Staff Team colleagues Clergy and laity of the Diocese including Treasurers
<b>External</b>	External auditors Investment Managers Diocesan Banking institutions Pension Advisors Finance colleagues in the National Church Institutions Other Directors of Finance in the East of England and nationally.

## Main duties and responsibilities

### Finance

- Lead financial strategies for NDBF ensuring a sustainable system of long-term planning, effective annual budgeting, and financial management.
- Lead the preparation of the diocesan annual budget to enable the effective delivery of the strategic vision.
- Communicate financial information effectively to Diocesan Synod, Bishop's Council of Trustees and key stakeholders to inform effective and accurate decision making.
- Monitor and report on financial performance against budget, raising potential areas of concern and potential on a timely basis. Oversee cash-flow reporting and forecasting including projections of capital flows.
- Ensure that the accounting records for the charity and its associated group of companies/charities are kept accurately and up to date. Ensure that statutory accounts are produced to an agreed prompt timetable and all finances comply with all regulator reporting requirements. Manage liaison with the external auditors.
- Oversee investments, trusts and funds held by NDBF both in its own right and as Custodian Trustee.
- Negotiate and establish partnerships with commercial and professional advisors & partners including banks, auditors, pension funds, and investment managers.
- Lead recurring procurement such as the healthcare cashback plan, life assurance, IT procurement and contracts.

### Leadership and Governance

- Deputise for the Diocesan Secretary in their absence.
- Proactively support the Christian ethos, core purpose and values of the charity in seeking to empower and enable the Church of England's Christian mission and ministry in local communities.

- Engage in Christian devotional inputs and prayers as part of internal meetings (and potentially lead, with support given if needed) and with key stakeholders such as diocesan clergy and lay leaders.
- Enable and sustain high-performing staff teams of motivated and productive people who make a measurable difference in their areas of work, including the effective management, recruitment, deployment, training and professional development of all relevant staff.
- As a member of the Senior Leadership Team and the Bishop's Staff Team, to work collaboratively with the Diocesan Secretary and other senior colleagues.
- Act as principal adviser to the Finance Committee, Asset Management Committee and Audit Risk & Assurance Committee and Pension Trustees, and provide advice on financial matters to the Property Committee, Bishop's Council of Trustees and Diocesan Synod.
- Act as a trustee and/or director of related companies and charities, as required.

### **Parish Support**

- Develop and build strong relationships at all levels, with clergy and lay people as required, recognising that parishes are critical to the performance and the financial health of the diocese as a whole.
- Develop processes to review and understand issues being experienced by parishes, so that parishes can be further supported in order to improve their financial health.
- Manage the Parish Share system, ensuring that share is appropriately calculated, communicated and explained. Monitor payments of share income with regular reviews and engage with local leaders to encourage shared ownership and participation.
- Organise, develop content and lead on bi-annual workshops/training for PCC Treasurers.

### **Compliance**

- Manage the Risk Register, and ensure risks are appropriately identified, mitigated and monitored, working with department leads to embed a risk-aware approach.
- Support the Diocesan Secretary in their role as Company Secretary, maintaining awareness of external requirements and facilitating compliance, including filing statutory documents with Companies House, the Charity Commission and preparation of the charity Annual Return.
- Lead GDPR compliance with support from NDBF's external service provider.
- Continuously improve our systems and services in line with legislative requirements and best practice.

### **IT and Data**

- Provide strategic leadership for the IT function, ensuring that our provision remains effective, safe and facilitates efficient and effective working practices amongst the wider staff team.
- Maintain and enhance financial information which will contribute to the financial health of the Diocese, to include enhanced information on parish share and clergy costs.
- Lead the NDBF's performance monitoring, reporting and business improvement activity.

### **General**

- Operate as a senior leader within the charity, supporting other duties as required by the Diocesan Secretary.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Qualified accountant (ACA / ACCA / CIMA / CIPFA or equivalent).	X	
Educated to degree level or equivalent.	X	
Experience of operational and strategic financial leadership within complex institutions with multiple stakeholders.	X	
Experience in planning and leading organisational change within a financial context.	X	
Experience of developing and implementing an organisational wide cross-team and collaborative working culture.		X
Experience of managing multi-disciplinary groups, ideally including GDPR, data and IT services.		X
Experience of preparing charity accounts including knowledge of the Charity Statement of Recommended Practice	X	
<b>Skills</b>		
Proven strong influencing skills, with the ability to bring order to complex situations and bring about change without being in a position of direct authority.	X	
Strong organisational and planning skills.	X	
Ability to adapt in a changing environment, demonstrating both autonomy and collaboration skills.	X	
Ability to think strategically and act pragmatically; comfortable oscillating between strategic context and detailed planning.	X	
Able to operate in situations of ambiguity with a positive, collaborative and resilient approach.	X	
Strong numeric, written and verbal communication skills, including the ability to tailor words and graphics to different audiences and present credibly to senior leaders.	X	
Excellent relationship building skills and the ability to establish trust, promote good practice, deal with conflict and address any barriers or resistance to change amongst members of the Church at all levels.	X	
<b>Qualities</b>		
A desire to serve the church in the Diocese of Norwich and be passionate about us being Transformed by Christ - prayerfully, pastorally and prophetically, living out this way of being through interactions, influence and leadership.	X	
Understanding of the organisational structure, breadth and dynamics of the Church of England and passionate about the promotion of the Christian faith through the local church.		X
Humility and a willingness to be hands on when necessary.	X	
Resilience, flexibility and proactivity.	X	
Decisiveness and incisiveness.	X	
Emotional intelligence and kindness.	X	
<b>Circumstances</b>		
Willingness to work outside of office hours of 9am-5pm. The role involves occasional attendance at meetings and events at a range of venues around	X	

	Essential	Desirable
the county, including on weekends, early mornings or late evenings, as well as the ability to be away from the Diocese on occasional residential activities. Notice will be given of these and time off in lieu is available.		
Current driving licence and have a car available for travel throughout Norfolk.	X	
Right to Work in the United Kingdom.	X	

### Summary of Terms and Conditions

<b>Role</b>	Director of Finance
<b>Salary</b>	£71,500 per annum
<b>Hours</b>	Full time - 35 hours per week
<b>Pension</b>	Enrolment in the NDBF defined contribution scheme a contributory scheme with an 8% contribution by NDBF and 3% by the employee, plus in-service life cover.
<b>Annual Leave</b>	28 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
<b>Term</b>	Permanent. Probationary period will be 6 months.
<b>Notice Period for both employee and employer</b>	1 month notice by employee during probation period, 4 months afterwards
<b>Base</b>	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role.  Hybrid Working may be considered (up to a maximum of 2 days per week working from home).
<b>Contract</b>	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
<b>Status</b>	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.