

Job Description

Management Accountant

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 direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

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

Responsibility to produce annual budgets and monthly management accounting information and budget monitoring and to be part of the team providing an active and professional finance support function to parishes.

Key working relationships

Line manager	Director of Finance
Positions managed	None
Internal	Parish Support Team Colleagues
External	Providers of support services, specialist advisors, Diocesan Bankers and other professional consultants as necessary

Main duties and responsibilities

Budgets

- Prepare annual budgets, involving Budget Managers and organisational Directors to ensure the budget proposals are in accordance with management plans.
- Work with the Director of Finance to prepare budgets for approval by the Council of Trustees
- Maintain awareness and assess potential impact on Diocesan budgets of future policy changes at national and local level.
- Ensure the appropriateness of key assumptions in the annual budget proposals.
- Provide training to Budget Managers on the budget management framework of the organisation.

Management Accounts

- Prepare monthly management accounts for NDBF Ltd including the production of necessary journals to provide an accurate financial position against budget
- Develop reporting to ensure regular and robust explanations of variance against budget including regular analysis of key areas of income and expenditure
- Provide a report for Director of Finance to present at Bishop's Council of Trustees and other relevant committees of the organisation's financial performance
- Regularly review budgets with budget managers, such that explanations of variances are current and remedial actions are discussed where necessary
- Preparation of financial forecasts during the year

Payroll

- Oversee the monthly payroll process within Finance
- In liaison with HR ensure accurate and timely information is supplied to the external payroll provider and review payroll output reports for accuracy.
- Ensure payroll costs are accurately recorded in the ledger
- Manage the provision of information to the pension provider
- Reconcile the payroll control accounts monthly

Grants

- Support the production of bids for grants with financial information
- Manage the invoicing and reporting process for grants, working with named grant managers
- Ensure processes are in place to enable the accurate recording of expenditure against grants
- Report on grants in the monthly management accounts
- Support grant managers to manage their grants

Together Norfolk

- Prepare and present quarterly financial reports and year end accounts to the Trustees of Together Norfolk, assist with preparing funding bids, prepare the statutory accounts and liaise with external auditors as necessary

Other duties

- Reconcile internal control accounts and ensure year end closing balances are correct.
- Reconcile interfund current accounts.
- Assist the Director of Finance with the preparation of annual statutory accounts.
- Attend and present at training events to help promote understanding of Diocesan finances and stewardship of financial resources.
- Produce annual analysis of payroll and staff numbers for the notes to the statutory accounts.
- Provide cover for the Director of Finance on expenditure authorisation and payment approvals.

Personal Development

- Attend charity finance seminars and professional development opportunities.
- Keep abreast of current developments in the field of charity finance and accounting practice.
- Undertake training and appropriate courses to ensure continuing professional development is maintained at a high level

General duties

- Demonstrate good stewardship of Diocesan resources
- Ensure proper and effective procedures are in place to achieve value for money on all goods and services purchased by the Diocese.
- Ensure your procedures are documented and kept up to date.
- Respond to general correspondence as required.
- 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
Qualifications and Experience		
Fully qualified accountant – ACCA, ACA, CIMA/CGMA	X	
Experience of producing budgets and management accounts for a public or charitable organisation with a £5m+ turnover	X	
Knowledge and Skills		
Personal commitment to organisational excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions	X	
Ability to communicate accurately with a range of different people, both internally and externally	X	
Awareness, understanding and knowledge of the Charity Commission's standards and best practices as appropriate to a large charitable organisation	X	
Having a systematic and logical approach to problem solving	X	
Competent in the use of Microsoft Office Software, particularly Excel, by making use of advanced formulas and tools within the programme	X	
The ability to make the best use of accounting systems and software	X	
Knowledge of the XLedger Financial Accounting system		X
Personable Attributes		
Ability to work under pressure to meet targets and deadlines	X	
Team player	X	
Calm and professional disposition	X	
Self-motivated and enthusiastic	X	
Able to respond effectively to changing priorities	X	
Able to manage a high-volume workload	X	
Able to work effectively with minimal supervision	X	
Willing to accept responsibility	X	
Logical and systematic in work processes	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich.	X	
Availability		
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

Summary of Terms and Conditions

Role	Management Accountant
Hours	Full time - 35 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 3 months afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	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 two days working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	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.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.