



**FINANCE OFFICER OF THE PALACE  
(Part-time: 4 days a week)**

**Job Description and Person Specification**

**JOB TITLE:** Finance Officer of the Palace

**GRADE:** Higher Executive Officer Band

**LOCATION:** The Palace, Chichester, PO19 1PY

**ACCOUNTABLE TO:** The Bishop

**KEY RELATIONSHIPS:** The Bishop, the Bishop's Senior Chaplain, the Bishop's Senior Personal Assistant, The Cathedral Dean and Chapter, the Church Commissioners, Staff at the Diocesan Offices and other post holders in the Diocese of Chichester, Savills Winchester office as Property Agent for the Church Commissioners for England and the Prebendal School.

**SUMMARY OF THE JOB**

- (1) To manage the Bishop's Official Expenses Account and the budget from the Church Commissioners, including liaison with the Suffragan Bishops of Horsham and Lewes concerning their respective expenses and budgets.
- (2) To serve as Clerk to the Bishop Otter Trust
- (3) To serve as Clerk to the Mother Agnes Trust
- (4) To manage other bank accounts and minor charities as directed by the Bishop.
- (5) To oversee the day to day management of The Palace building in conjunction with Savills
- (6) To manage the development of The Palace site
- (7) To oversee all bookings of the Sherborne Room, the Bishop's Chapel and the Bishop's Kitchen

(8) To oversee the process of granting clergy Permission to Officiate within the Diocese

## **JOB DESCRIPTION**

- To oversee the financial administration of the Official Expenses budget. The total allocation is set by the Church Commissioners and then devolved to each diocesan bishop for dispersal between the needs of the Diocesan and the Suffragan Bishops. The Finance Officer is responsible for the administration of this allocation and quarterly accounting to the Commissioners for how it is spent.
- To oversee the day to day maintenance of The Palace, in consultation with the agent appointed by the Church Commissioners for this purpose (currently a surveyor with Savills Winchester office). The Finance Officer undertakes this role in close collaboration with the Bishop directly or through the Senior Chaplain or equivalent head of staff.
- To ensure the future of The Palace as the official residence of the bishop of Chichester and its primary availability for the Bishop's ministry.
- To develop appropriate commercial use of The Palace, maximizing income without detriment to The Palace's primary purpose.
- To preserve the fabric of the building, its archives and collections.
- To make the building more accessible to the general public as part of the Cathedral's visits and the Learning & Engagement programme.
- To develop residential space to provide rental income where possible and appropriate.
- To form partnerships that will promote youth enterprise
- To serve as clerk to the Bishop Otter Trust including but not limited to attendance at University of Chichester OGACC (Otter Gallery, Archives and Collections Committee) meetings and liaison with the stockbroker concerning the investment portfolio, its investment strategies and outcomes.
- To be responsible for the administration of granting Permissions to Officiate (PTO) for (mostly retired) clergy.
- To oversee the bookings and administration of the Sherborne Room and the Bishop's Chapel use and lettings.
- To be responsible for Health and Safety at The Palace.
- To liaise with Prebendal School
- To liaise with Pallant Gallery and Chichester District Council on the loan of the Amberley Panels.

## **PERSON SPECIFICATION**

### *Education*

- Educated to degree level

### *Knowledge/ Experience*

- An understanding of and sympathy with the Christian ministry of the Bishop of Chichester and the Church of England.
- Outstanding organizational and administrative ability and proven experience of working under pressure and on own initiative.
- Commercial experience.
- Ability to pick up the issues involved in managing an historic building, including the oversight of maintenance and repairs.
- Experience of working in an environment requiring a high level of confidentiality and with information of a sensitive nature.
- A knowledge of investments.
- Proven competence in accountancy and bookkeeping.

### *Skills/ Aptitudes*

- Proven communication skills, both oral and written, plus a confident and helpful telephone manner in the capacity of a front of house person representing the Bishop of Chichester.
- Ability to relate to people at all levels with warmth, tact and efficiency.
- Ability to work within a small team in a collaborative manner.
- Ability to work and remain calm under pressure.
- Experience of meeting deadlines and targets and managing the workload without intensive supervision.
- Creativity in developing commercial opportunities.
- Ability to make decisions and to react quickly.
- Demonstrable computer skills, using Microsoft Word, Windows, Excel and Outlook, the internet and email.
- Good level of numeracy
- Have an ability to understand Sage (or similar) accounting programmes and be prepared to undertake training as appropriate.

## **GENERAL CONDITIONS**

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### ***Health and Safety Responsibilities***

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work

Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

### ***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

## **TERMS OF EMPLOYMENT**

### ***Salary***

The starting salary for this post is £31,000 per annum pro rata.

### ***Pension scheme***

Non-clergy staff will be automatically enrolled into the Church Administrators Pension Fund (CAPF, DC Section). Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.

The Church Commissioners on behalf of the Bishop have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section and be under 65 years or, if it is higher, their state pension age. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

### ***Hours of work***

The hours of work will be 28 hours per week hours exclusive of a one-hour unpaid lunch break, to be taken at a time agreed with the Bishop.

### ***Annual Leave***

An entitlement of 20 days paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

***Notice***

During the probationary period the employment may be terminated by two weeks written notice on either side or by pay in lieu of notice by the employer. Once the appointment is confirmed the notice period will be extended to three months on either side, or that to which the employee is entitled, in accordance with current employment legislation, whichever is greater or by pay in lieu of notice by the employer. Should the employee be summarily dismissed on the grounds of gross misconduct, the employment may be terminated without notice.

***Probationary Period***

There will be a probationary period of 6 months.

***Contract***

The post is offered on an open-ended contract, subject to a 6 month probationary period