



Job Description

EMPLOYER:	The London Diocesan Fund
JOB TITLE:	Stepney Area Finance Adviser & Project Coordinator
RESPONSIBLE TO:	Head of Finance

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Overview

The Church of England Diocese of London comprises of 400+ parishes north of the River Thames and within the M25 motorway.

The Finance team enables the missional objectives of the London Diocesan Fund (LDF), parishes, archdeacons and bishops through delivery of effective financial reporting and efficient processing of financial transactions. We contribute to the work of the parishes by providing support, advice and training to parishes on a wide range of financial issues, both in technical areas such as bookkeeping and gift aid, but also support generous giving and stewardship.

There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

Job summary

The successful applicant will work within a team of Area Finance Advisers, with responsibility for supporting parishes in the Stepney Episcopal Area, one of the five administrative areas of the Diocese of London. The role also provides administrative support for key projects to the team of Area Finance Advisers.

The Area Finance Advisers provide financial & stewardship support for parishes. The role has principal responsibility for providing appropriate training, support, resources and advice to the clergy, PCCs and parish officers to enable the parishes to develop their respective ministries. This support includes basic accounting and bookkeeping, budgeting and planning; Christian giving stewardship programmes and general matters.

Main Responsibilities

The role has two primary purposes:

- 1) The job holder will have principal responsibility for providing proactive finance and other appropriate training, support, resources and advice to the clergy, PCCs and parish officers to enable the parishes to develop their respective ministries. This support (including training) includes basic accounting and bookkeeping, budgeting and planning; Christian giving/stewardship programmes and general financial matters.

The job holder works within a team of (currently) three similar other roles, which have responsibility for different geographical areas of the Diocese of London. This role has responsibility for the Stepney Area.

As an intermediary between the parishes, the Areas and Diocesan House, the post holder must ensure there is effective all-ways communication. This is particularly important in relation to Common Fund, (i.e. the Parish Share system operated by the Diocese of London) and requires working closely with the Area Bishop(s) and Archdeacon(s) while building and maintaining good relationships with parish officers, incumbents, other parish post holders and outside agencies.

- 2) The job holder will act as project coordinator for the team of finance advisers, providing administrative support for key projects. The job holder will ensure that team projects are properly organised, scheduled, maintained and documented. The post holder will be a key driver in ensuring projects are delivered on track but will also be working collaboratively with the team of Area Finance Advisers.

The job holder will ensure that proactive communication and reporting between the finance adviser team and other stakeholders is in place. The post holder will need to be able to work collaboratively with the other area finance advisers, but also be able to self-motivate and create momentum.

The role will have primary responsibility for creating first drafts of particular reports and other documents as necessary, which will be worked on further in concert with the rest of the team.

The highest priority project is currently a Stewardship/Generous Giving project, seeking to equip parishes within the diocese to run high quality stewardship campaigns.

Principal Duties and Accountabilities of the role will include:

Stepney Area Finance Adviser

- communicating the Common Fund challenge to the Areas, Deaneries and Parishes (including organising and presenting at the annual Common Fund presentations), and then monitoring receipt of offers and contributions.



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- being the first port of call for parishes with any church-related finance questions, e.g. Gift Aid. Stewardship, hall rental - helping churches to be efficient in order to optimise the funds available for their mission and ministry.
- planning, organising and delivering training for treasurers, stewardship recorders, PCC officers (i.e. hundreds of volunteers) and clergy so as to build capacity and promote good governance and stewardship. Supporting parishes with stewardship may include requests to teach or preach on the subject of Christian stewardship.
- assisting the Archdeacon(s) and Area Council(s) to manage and monitor Area Pastoral funds available as grants and loans to support parish work and building repairs.
- facilitating and checking applications and subsequent awards of Area grants, Area loans and Diocesan loans.
- assisting the Area Bishops to monitor costs of clergy deployment.
- attending meetings of the Area Finance group(s), Area Staff meeting(s) and Area Council(s), and when necessary Bishop's Council, Diocesan Finance Committee and Diocesan Synod.
- keeping up-to-date on all relevant matters and attending appropriate training.
- actively participating in the National and Regional Stewardship networks.

In overall terms it is the responsibility of the job holder to provide (on a proactive basis, whenever possible) timely and appropriate financial advice, training, support and resources. These areas include:

- parish accounting including book keeping, budgeting, accounting and appropriate software
- Christian giving and stewardship programmes
- Gift Aid, Parish Giving Scheme, legacies and other income raising strategies
- general advice including governance, legal compliance and the Charities Act; internal financial controls, Charity Commission registration and later compliance, payroll, employment, taxation and information technology.

Project coordinator:

- Coordinate, schedule and book appropriate meetings for the Area Finance Advisers (and other stakeholders) for ongoing projects
- Responsibility for drafting and updating project initiation documents and schedules
- Proactive reporting to Area Finance Adviser team regarding progress, expectations and deadlines
- Responsibility for producing first drafts of necessary reports and schedules, and subsequently agreeing changes with the Area Finance Advisers team
- Responsibility for coordinating reporting to other stakeholders as necessary.

The postholder may be required to undertake any other duties that are commensurate with the role.

Person Specification

There is an occupational requirement that the job-holder is a Christian under the Part 1 of Schedule 9 to the Equality Act 2010.

Experience, knowledge, training and qualifications

Essential

- *Have an understanding of the institution, ethos and mission of the Church of England, including an appreciation of the roles of key office holders (e.g. ordained clergy, Archdeacons, Area Deans, Area Bishops, Diocesan Bishop, Lay ministers)*
- *Have a sensitivity to, and an understanding of, the role of the clergy in London.*
- *Effective manager of working relationships*

Desirable

- *Experience of administration of church organisations*
- *Some financial experience (NB: accounting qualifications are not a requirement)*

Aptitudes and abilities

Essential

- *Service focused – seeking to serve*
- *Strong interpersonal skills – a “people” person and team player*
- *Excellent presenter – confident and clear communicator*
- *Numerate and financially astute – comfortable working with financial data*
- *Computer literate – experience of Microsoft Office essential*
- *Dedicated, driven and committed – takes a pride in their job*
- *Pro-active and innovative – wants to do things better*
- *Plans own work effectively*
- *Problem solver and enquirer – keen to question and resolve*
- *Flexible and enthusiastic – adaptive*
- *Attention to detail – accurate and efficient*
- *Deadline focused – gets the job done on time*
- *Quality – not satisfied with “second best”*
- *Takes ownership – will do what it takes to achieve a task*

Personal attributes

Essential

- *Ability to work confidentially and is sympathetic to the aims of the Church of England*
- *Relishes a challenge*
- *High personal integrity*
- *Self-motivated with the ability to work under own initiative and manage own workload.*



- *Organised*
- *An ability to communicate in a friendly and professional manner with others both face-to-face, via telephone and in writing*
- *Flexible in your approach*

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

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 LDF 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 endanger themselves or others by any act or omission on their part 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. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;



- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- 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 Head of Department.

Terms of Employment

Location: The office is based at Pimlico, SW1 (near Pimlico Underground station)

Salary: £32,000 - £35,000, (dependant on experience) per annum.

Pension: The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution

Health Insurance: Available after completing one year's service.

Hours: 35 hours per week Monday to Friday 9am to 5pm with an unpaid hour for lunch. You may be expected from time to time to work in the evening or weekends and there will be some, although infrequent, over-night stays at residential events. Time off in lieu may be taken as appropriate, by arrangement with the Head of Finance, to keep to your contractual hours.

Annual Leave: 24 days per leave year rising to 27 days after completing one year's service. This is exclusive of Public Holidays.

Season Ticket Loan: Staff are eligible to apply for an interest free season ticket loan.

Contract: This post is offered on an open-ended contract, subject to a six-month probationary period

Full details of our terms and wellbeing offering to staff can be found in the 'Our Offer to You' document.