



## Assistant Management Accountant

Finance team

With its network of parishes covering the country, the Church Of England plays an active role in national life, bringing an important Christian dimension to the nation, as well as strengthening community life.

The Church of England is arranged geographically into 41 Dioceses, each under the care of a Bishop, and covers every part of England.

The Diocese of York takes in much of North and East Yorkshire, an area which includes the cities of York And Hull, as well as Middlesbrough, the incomparable Yorkshire coast and two National Parks. We are led and guided in our faith and work by the Archbishop of York, Dr John Sentamu. York Minster is our principal church.



The Diocesan Office is located at Clifton Moor in York. Led by Canon Peter Warry, Diocesan Secretary and Chief Executive, our teams provide services in support of the mission and ministry of our churches, parishes and schools. This includes our Training team, who support and develop ministry; our Education team, who work with our schools; and support functions such as Property, Finance, Safeguarding and Human Resources.

Our vision is to be a family of Generous Churches Making and Nurturing Disciples and we are currently in a process of strategy development to meet this vision through goals defined as Reaching those we currently don't, Growing in discipleship, influence and numbers, underpinned by achieving Sustainable finances. Substantial new initiatives are under way and in planning to achieve these goals; the Finance team are engaged in supporting this work.

### The Opportunity

The purpose of the role is to assist the Management Accountant and the Director of Finance in providing efficient and insightful management reporting and financial process delivery to support the smooth operation of the Diocese. The role is forward looking, ensuring that we harness our systems, people and relationships in finance to drive the Diocese forward in the achievement of its strategic plans.

Reporting to the Management Accountant as part of a small Finance team, the post is based at our main office at Clifton Moor, York. The post is available 20 hours per week, with some flexibility over the working pattern. We offer a competitive salary, good holiday provision, and generous pension arrangements.

To be successful in the role, you will be a highly organised individual with excellent people skills, systems skills and experience of working in a busy office environment. You will be flexible, able to work with autonomy and efficient under pressure. You will also have empathy with the Christian faith, and be committed to applying your professional abilities with integrity to support the ministry and mission of the Diocese.

## **Job Description**

### ***Business Performance Management***

- Assist with delivery of robust and insightful management accounts enabling prompt interventions by budget holders and the Board
- Assist with preparation of the annual budget and forecasts

### ***Process Management***

- Assist in managing the Free will Offer process from the Parishes, including reporting and analysis of the results, investigating variances and working closely with Archdeacons and Deanery Financial Advisers in supporting Parishes
- Manage the investment transaction processes and accounting with the support of the Management Accountant
- Assist the Management Accountant with the month end accounts process
- Manage the main Diocesan staff payroll working closely with the HR Manager and with the assistance of Management Accountant
- Assist the Management Accountant with the VAT returns

### ***Charity Reporting, Trusts and Compliance***

- Assist with transactional and process enquiries from the external auditors during their fieldwork

### ***Process and Systems Efficiency and Control***

- Work closely with Management Accountant on improving the existing processes including implementing and maintaining new procedures and controls

### ***Continuous Improvement and Customer Service***

- Provide support in all aspects of finance to internal and external stakeholders

### ***Other***

- Provide cover and support for others in the finance department

- Ad- hoc reports and projects as required
- Attendance at relevant meetings, and involvement in other diocesan initiatives, projects and working groups, drawing on the skills and gifts of the post-holder.
- To participate in the annual review process and appropriate continuing professional development, including participation in professional networks.
- Contribute to the wider work of the Diocese, as appropriate.

The job description provides an outline of the key responsibilities of the post and is not intended to be an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post and/or drawing on the skills and gifts of the post-holder. The job description may be amended over time, in consultation with the post-holder, in order to meet the needs of the Diocese.

## Person Specification

### *Essential*

1. Track record of success in a similar role or strong evidence of capability and aspiration from a role where this would be the recognised progression
2. Aptitude and enthusiasm for finance systems including managing chart of accounts, cost centres, AP and AR transaction types, file import and export, and period end
3. Experience in reviewing and improving existing processes and creating new ones
4. Confident managing payroll systems and processes
5. Strong communications skills
6. Professional and discreet in dealing with sensitive issues and confidential matters
7. Friendly and approachable; able to work well with internal and external people at all levels
8. Self-motivated and well-organised; able to work to a high standard and use initiative to solve problems
9. Excellent organisational skills and attention to detail
10. Flexible and supportive approach
11. Good IT skills, including Microsoft Office, Databases and an electronic diary system.
12. Empathy with the Christian faith, and able to work effectively within a Church of England context in support of its mission and ministry

### *Desirable*

13. Early stages of a finance qualification, or qualified by experience
14. Some understanding of Church of England culture and structures, and church accounts

The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required, and to work flexibly outside of office hours as the needs of the post dictate. Own transport would be an advantage.

## Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Management Accountant
DBS Disclosure	A DBS check is not required for this post
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan offices at Clifton Moor, York
Hours	<p>The post is part-time, 20 hours per week.</p> <p>The post holder will be required from time to time to attend meetings outside normal working hours subject to time in lieu. Many of the duties require travel within the Diocese of York, and on occasions, elsewhere in England</p>
Salary	An appointment will be made at Grade 6 or 7, depending on the experience of the appointee. Starting salary will be approx. £14k-17k pro rata, based on a full-time equivalent of £26-£30k
Pension	The YDBF offers a contributory pension scheme (“the Scheme”) organised by the Church of England (the “Church”) Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)
<b><i>Non-contractual Benefits</i></b>	
Employee Benefits	Non-contractual benefits currently offered to include childcare vouchers, eye care vouchers, a cycle to work scheme, and a scheme offering discounts with a range of high street and online retailers, supermarkets, restaurants and leisure providers.
Pastoral Care	Our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters and can provide or arrange counselling and/or mediation if required.