Parish Finance Officer
(Department of Finance)

Job Information Pack

Closing date: 16/02/2020

Interviews: TBC
JOB DESCRIPTION

Job Title: Parish Finance Officer

Reporting To: Director of Finance

Key Relationships:

Responsible For: No staff management duties

Other key relationships: Parish Treasurers

Background: The Finance Department has a team of five staff. It delivers financial services for the South London Church Fund & Southwark Diocesan Board of Finance (SLCF) which provides financial and administrative support to the Church of England in the Diocese of Southwark. None

Job Purpose: The purpose of this role is to provide finance support and advice to parishes and to provide timely accounting information to support diocesan financial management and decision making. You will manage the annual collection of parish accounts for the almost 300 parishes in the Diocese, processing key statistics into the database for evaluation by other departments. Parish treasurers will ask you for guidance on charity accounting and trust issues. You will also provide general banking and comment on general investment policies. Together with colleagues you will support the delivery of training workshops for parish treasurers.

Detailed Duties:
1. To maintain, administer and review the operation of Trust Funds.

1.1. Operational management of trust accounts, including challenging the need for trusts, opening / closing funds, accepting deposits and making withdrawals.
1.2. Buying and selling investments as instructed and keeping accurate records including posting all interest and dividend receipts.
1.3. Give broad investment comments to parishes for whom we act as Custodian Trustees.
1.4. Generate annual and ad-hoc reports
1.5. Where appropriate, encourage PCCs to take over responsibility for assets held in trust so that trust funds can be closed

2. To manage the annual collection and submission of parish accounts

2.1. Receive, review and file completed sets of annual accounts and submit
2.2. Input the small number of paper Parish Finance Returns, onto the Church of England Statistical Unit database and look to encourage more parishes to complete the online return themselves

3. To support parishes by providing ongoing training in finance matters

3.1. To assist in the preparation and presentation of the annual treasurers’ workshops.
3.2. Keep training material updated in the light of latest legislation.
3.3. Develop links between Finance and parishes/deaneries to encourage mutual support and the adoption of best practices

Health and Safety (include any specific requirements relevant to the job)

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of ‘Respect for All’, and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.
Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.
Person Specification

Essential

- Qualified accountant.
- Able to demonstrate thorough working knowledge of the principles, procedures and practices of accounting, financial records and transactions.
- Ability to communicate effectively in writing and orally with parish treasurers and others.
- Experience of gathering, analysing and evaluating facts and data and preparing and presenting concise oral and written reports.
- Experienced in the interpretation of accounts and advising accordingly.
- Experience of providing high-level advice and support to budget holders.
- IT literate with an emphasis on financial systems, spreadsheets and business information systems.
- Ability to build effective working relationships with a variety of staff and volunteers.
- Ability to represent the diocese and deputise for the Financial Controller.
- Ability to develop and deliver relevant financial training.

Desirable

- An appreciation of charity and / or trust accounting.
- A keen appreciation of business applications.
- An understanding of the Church of England and its structures.
- Experience of managing trust funds and grant and loan applications, particularly in relation to building projects.
- Experience of being a parish or charity treasurer.

DIOCESE OF SOUTHWARK
Finance Parish Officer
Part-time - 21 hours per week (3 days)

Outline terms and conditions

Employer
You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work
Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary
The post has the salary range of £24,014 (£39,627 pro rata) per annum, inclusive of London Weighting.

Probation
The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work
21 hours per week, over three days to be agreed, between Monday and Friday Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement
You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service, pro rata for 3 days per week. There is also a pro rata entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay
Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.
Season Ticket Loan
An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension
A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

Working Expenses
Reasonable out of pocket expenses will be reimbursed.

Termination of Employment
During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months’ notice.

Equal Opportunities
The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures
Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election
Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Background Information to the Diocese of Southwark
The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people’s life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance;
- to increase the number of worshipping communities;
- to grow our financial resource base to allow investment in growth for the future;
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.
In 2017 ministers carried out 2,860 funerals, 740 weddings and 3,220 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks.

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

**Trinity House and the Area Offices**

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets
with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of ‘Lead, Enable, Serve’ and are summarised in the table that follows.
**DIOCESAN STAFF PURPOSE**
To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

**DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.