



**DIOCESAN BOARD OF FINANCE:  
FINANCE DEPARTMENT  
FINANCE MANAGER**

**JOB PROFILE**

<b>JOB TITLE:</b>	Finance Manager
<b>ACCOUNTABLE TO:</b>	Chief Financial Officer
<b>RESPONSIBLE FOR:</b>	Finance Supervisor
<b>KEY RELATIONSHIPS:</b>	Church House SLT Church House Colleagues Archdeacons Finance, Assets and Investments Committee Audit Committee Area Deans, Parish Clergy, Churchwardens and PCC Treasurers National Church Institutions Auditors, Investment Managers, Bankers, Insurers

**BACKGROUND**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. This is now one of the largest dioceses in England and its creation is unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400. The Diocese has around 600 church buildings in 450 parishes and 240 Church of England schools and academies.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

**Our Values**

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity, and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

## **JOB DESCRIPTION**

### **PRIMARY PURPOSE OF POST**

- To lead the DBF Finance team in delivering the core financial process to support the work of the Diocese.
- To provide accurate and timely management and statutory reporting to enable robust financial control, good decision making and necessary governance to be maintained.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Planning and Reporting**

- To prepare management accounts, budgets and cash flow forecasts in accordance with agreed timetables and standards for the Board of Finance, the Board of Education and related Church bodies.
- To prepare the Statutory Accounts of the Board of Finance and any trading subsidiaries for the annual audit and Board approval.
- To ensure that financial and other returns as required by Companies House, National Church Institutions and the Charity Commissioners and other authorities are made on time.
- To support budget holders in preparing, monitoring and managing their annual budgets.
- To provide project reporting to programme boards as required.
- To provide relevant and timely accounting information to other committees, colleagues and decision making groups as required.
- Preparation and submission of quarterly VAT returns to HMRC.

#### **Oversight and Control**

- To manage the Finance Team, ensuring the proper maintenance of accounting records and financial controls for the Leeds Diocesan Board of Finance.
- To oversee the month end processes.
- To oversee the receipt and banking of all monies.
- To oversee monthly bank reconciliations on all accounts.
- To oversee the administration of the DBF payroll, checking the submission and authorising the payment along with preparing the end of year returns.
- Preparation of monthly PAYE/NI payments to HMRC.
- To ensure the Finance Handbook is regularly reviewed and the approved controls are monitored and maintained.

- To ensure compliance with the tax and regulatory requirements of the Companies and Charities Acts and Ecclesiastical Measures in so far as they apply to the diocese's accounting procedures.

### **Banking and Investments**

- To manage daily cash flow requirements.
- To transact approved investment decisions.
- To monitor the performance of investments and make recommendations to the CFO.
- To be the day-to-day contact for the LDBF's banking and investment partners.

### **Other Responsibilities**

- To liaise with the Finance, Stipends and Pensions Board staff at the National Church Institutions on relevant matters.
- Support the Head of Property with all financial aspects of property and building works including forecasting.
- Liaise with the Property Department to ensure the maintenance and reconciliation of the asset register.
- To undertake such other tasks or projects as may be required from time to time by the Chief Executive Officer or Chief Financial Officer.

### **Team and Self**

- To manage and develop the Finance Team (currently 4 FT staff).
- To ensure that training needs are identified and that individual staff members are supported to develop.
- To participate in the delivery of training as appropriate.
- To maintain high standards in own personal development to keep abreast of current good practice in relation to accounting, investments and reporting.
- Keep abreast of financial developments across the Charity Sector and, in particular, within the Church of England, by liaising with senior finance staff in other dioceses and National Church Institutions.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.



		<ul style="list-style-type: none"> <li>• Be a person of integrity.</li> <li>• Have good interpersonal skills.</li> <li>• Have an understanding of confidentiality issues and the use of discretion.</li> </ul>	E E E	
4	<b>Disposition and Attitude</b>	<p>The candidate should have:</p> <ul style="list-style-type: none"> <li>• Empathy for the faith and mission of the Church of England</li> <li>• The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders, and other contacts.</li> </ul>	E E	
5	<b>Special Requirements</b>	<p>The candidate should:</p> <ul style="list-style-type: none"> <li>• From time to time, be able and willing to travel throughout the Diocese and attend meetings when required in evenings and at weekends.</li> </ul>	E	