

CHURCH OF IRELAND

DIOCESE OF CONNOR

JOB DESCRIPTION

Title of Post:	Finance and Administration Manager
Location:	Church of Ireland House, Donegall Street, Belfast
Reports to:	The Bishop of Connor
Responsible to:	The Bishop of Connor

Job Summary:

The post holder will have responsibility for accounting and financial services and will provide such information to the Bishop and other responsible persons that probity and financial governance issues are addressed. He/she will also advise Parishes on financial matters and enable the collection of Parish financial assessments. The post holder will manage the Financial IT system which supports the above work. He/she has management responsibility for the Synods and Committees Officer and the Clerical Assistant and Clerical assistant with reception duties..

Main Responsibilities:

1. *Accounting and Records*
 - a. Maintain appropriate modern and efficient IT based and paper accounting systems to ensure data security, probity and good financial governance.
 - b. Provide accurate and effective management accounts and other analysis as required on a monthly basis.
 - c. Work with the Bishop, the development team and other colleagues including the Diocesan Finance Committee to provide financial information to support planning work by the Diocese.
 - d. Meet any requirements set down by the external auditor and ensure compliance with relevant accounting practice, including, in due course, compliance with the accounting and reporting requirements of the charity commission.
 - e. Responsible for payments of suppliers etc.
 - f. Management of bank accounts and liaison with banks.
 - g. Responsible for the payments of staff expenses and clergy cover.
 - h. Work with parishes, Clergy and the Representative Church Body (RCB) in Dublin to ensure that all financial liabilities are discharged.
 - i. Collection of General Fund Assessment/ Clergy Fund Direct Debits.

- j. Maintenance of the Direct Debit database and administration of the BACS system with regards to unpaid Direct Debits/changes to bank account details and processing new Direct Debit mandates as and when required.
2. *Advising the Bishop and Diocesan Council / Finance committee*
 - a. Provide advice on any financial matter to assist decision making and if necessary attend meetings, having compiled and provided briefing material as required.
 - b. Maintain, develop and implement all relevant financial policies and procedures to enable the Diocese to address current legal, accounting or tax implications.
 - c. Provide regular and exception reports, including management accounts and recommendations to the Bishop, development team, Diocesan Council and Finance Committee making them aware of any financial matters which could affect the Diocese.
 - d. Manage the sage accounting system.
 - e. Budgeting procedures annual, quarterly etc.
 3. *Oversee the payment of Salaries and Pensions for Staff, including PAYE, NI contributions and any other deductions*
 - a. Ensuring timely payment of monies to HMRC etc.
 - b. Ensure the payment of pension contributions to staff personal pension schemes.
 - c. Oversee the maintenance of salary and pension records for staff and make any returns to HMRC in a timely fashion
 4. *Parish Support*
 - a. Calculate parish assessments annually in liaison with parishes.
 - b. Provide advice to parishes in *relation to these and ensure they are collected on time.*
 - c. *Where necessary advise management* in relation to arrears.
 - d. Advise parishes on miscellaneous financial matters with a view to encouraging good stewardship of resources and accountable and open record keeping.
 - e. Keep up to date with all current or proposed legislation that may affect the finances or financial record keeping of the Diocese. Make management aware of any such legislation and make recommendations on appropriate action.
 - f. Meeting with parishes in financial crisis to advise prepare plans for support.
 5. *People Management*
 - a. Responsible for the staff management and professional development of the Synods and Committees Officer and Clerical Assistants.
 - b. Ensure that the above mentioned staff are appropriately trained, developed and appraisals conducted in a timely manner and that all staff policies and procedures are complied with.
 6. *Other Duties*
 - a. Provide financial support and advice to the Development team leader, Bishop and Archdeacons as required and in the collation of information for funding bids to external sources.
 - b. Identify other suitable sources of finance for the Diocese and work with the Diocesan Council, Bishop and Archdeacons to progress funding applications.

- c. Any other reasonable duties that the Development team or Bishop may from time to time require.

Terms of Appointment

Salary: Will be in the range of £30,000 - £33,000 p.a.

Term of Contract: Permanent

Hours: Generally 9 a. m. – 5.15 p.m., Monday to Friday (37.5 hours weekly), however it is expected that the successful candidate will work flexibly to meet the needs of the Diocesan Office, eg. the Diocesan Synod will normally be held in the evening and meetings with Parish representatives may also occur outside office hours.

Probationary Period: External appointees will be subject to the satisfactory completion of a six month probationary period.

Pension: For existing staff moving into new posts the employer will contribute 8% of salary to personal pension scheme. The employer will comply with its obligations regarding the new pensions AUTO ENROLMENT regulations (which also require an employee contribution to be made)

Location: The Bishop of Connor and his staff are currently located in Donegall Street Belfast. The postholder may be required to work at any location in the greater Belfast area.

Note: Staff will be employed by the Joint Committee representing the Diocese of Connor and the adjacent diocese of Down and Dromore but will work exclusively in the Bishop of Connor's staff team.