

CHURCH OF IRELAND**DIOCESE OF CONNOR****JOB SPECIFICATION**

Title of Post: Finance and Administration Manager

Location: Church of Ireland House, Donegall Street, Belfast

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

	ESSENTIAL	DESIRABLE	ASSESSMENT IE APPLICATION, INTERVIEW
EDUCATION & TRAINING:	<ul style="list-style-type: none"> • Hold a 3rd level qualification in Business Management\ Accounting • OR an accounting technician qualification • OR part accountancy qualification • OR an equivalent qualification OR at least 5 years relevant experience in a similar role		
KNOWLEDGE:	<ul style="list-style-type: none"> • Understanding of financial management & accounting procedures relevant to the role. 		
EXPERIENCE:	<ul style="list-style-type: none"> • Must be able to demonstrate experience in strategic financial planning processes • Staff management 	<ul style="list-style-type: none"> • Experience in payroll including pensions and PAYE 	
SKILLS & APTITUDES:	<ul style="list-style-type: none"> • IT Literate in SAGE accounting, excel and powerpoint 		

	<ul style="list-style-type: none"> • or Apple equivalents • Communications Skilled in communicating clearly and concisely both orally and in writing with individuals and groups at all levels • Management Accounts Ability to prepare draft accounts and reports for consideration by Bishop / Secretariat / Diocesan Council, as appropriate • Corporate Responsibility Ability to work corporately with others to deliver successful financial outcomes for the Diocese / parishes • Networking Ability to build and maintain good working relationships within parishes across the Diocese and Church and other external bodies • Mentoring Skilled in mentoring / training people facing change and / or having to take on new responsibilities or new areas of work eg. Voluntary Parish Treasurers • Able to think and plan strategically • Initiative & Team Ability to work both on own initiative and collaboratively with colleagues, clergy and parish volunteers 		
SPECIAL CIRCUMSTANCES:	<ul style="list-style-type: none"> • Ability to work under pressure to meet deadlines 		

	<ul style="list-style-type: none"> • Ability to work flexibly with some evening and weekend activities • commitment to working within Christian ethos. • 		
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NOTE

Where education and professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of the same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.