

Diocese of Brentwood

JOB DESCRIPTION

JOB TITLE:	Finance Manager
DEPARTMENT:	Finance
LOCATION:	Cathedral House
RESPONSIBLE TO:	Director of Finance
ACCOUNTABLE TO:	Episcopal Vicar for Finance

OVERALL PURPOSE OF JOB:

To support the Diocesan central finance department in all aspects of general accounts administration. The role has one direct report.

MAIN RESPONSIBILITIES:

- General ledger maintenance and review
- To manage the Accounts Clerk, who is responsible for the Accounts Payable and Receivable processes, as well as some cost allocations.
- Responsible for month end close process and integrity of the general ledger; journal entries associated with investments, interest income/expense, over-head allocations, recharges to parishes, and checking that all other month end related tasks are completed on a timely basis.
- To reconcile the central general ledger to external management systems where required.
- To produce monthly and year to date financial and management reports (departmental and consolidated) including commentary; variance analysis preparation and investigation;
- To perform monthly balance sheet reconciliations and account substantiation; monitor and reconcile control accounts
- To perform fund reconciliations and reporting
- To prepare and post the monthly payroll journal
- To liaise with the bank as required.
- To assist with audit queries
- To visit parishes when necessary
- To provide general support and guidance to other members of the finance team (Accounts Clerk and Parish Support Finance Assistant).

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking or vaping is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Finance Manager

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Good general education GCSE English and Maths at Grade C or above (or equivalent)	✓	
AAT qualified or Qualified/Part Qualified Accountant	✓	
SKILLS AND EXPERIENCE		
Knowledge of Sage 50 General Ledger	✓	
Knowledge of Sage 50 Payroll		✓
Proficient ICT skills with a good working knowledge of Microsoft Office (Word, Advanced Excel, PowerPoint)	✓	
Ability to confidently reconcile and analyse high volumes of data within Excel	✓	
Excellent time management with the ability to multitask and prioritise work load	✓	
Excellent written and verbal communication working with internal and external people at all levels	✓	
Shows attention to detail and is able to resolve problems.	✓	
Excellent book-keeping skills	✓	
Able to use initiative and work creatively to resolve issues or suggest improvements.	✓	
Excellent inter-personal and communication skills	✓	
Able to work effectively with a team	✓	
Excellent organizational and planning skills	✓	
KNOWLEDGE		
Good knowledge and understanding of office / financial management responsibilities, systems and procedures.	✓	
Awareness of GDPR and confidentiality	✓	
Up to date knowledge of HMRC/Payroll legislation	✓	
Knowledge of Gift Aid		✓
Understanding of risk management		✓
ADDITIONAL REQUIREMENTS/INFORMATION (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese.	✓	
Ability to travel to all Diocesan sites and others that are deemed necessary in fulfilling the role.	✓	