Job Description:

Financial Accountant

Diocese of Hereford

Job Purpose:

To work collaboratively with other team members to maintain a robust financial control environment, enhance cash and treasury management procedures to optimise returns.

To lead financial and project accounting for the Hereford Diocesan Board of Finance.

Supporting the Finance Director in providing occasional training workshops to parish treasurers and Gift Aid officers, and lead on various ad hoc projects as required.

Dimensions:

Total charitable expenditure: ~£6m p.a.
Net assets: ~£90m

Accountabilities:

- Oversee ledger accounting to ensure appropriate controls, and advise on appropriate accounting treatments for both new and continuing activities

- Develop and implement appropriate project, fund and department accounting methodology and bespoke reports to ensure accurate segregation of restricted grant and Total Return funds, and reporting of actuals against plan to budget holders and project managers

- Prepare and submit Companies House and Charity Commission returns for HDBF

- Manage the external audit process, liaising with auditors and trustees (Audit Committee) on technical accounting matters and areas of judgement

- Lead the preparation of year-end journals and HDBF annual financial statements, Trustees Annual Report, and related impact reports

- Ensure correct VAT treatment across DBF and DBE's operations. Manage partial exemption calculations as required.

- Provide guidance to Income & Trusts Officer in preparation of annual statutory report & accounts for a small number of ancillary diocesan charities (incl. Hereford Diocesan Clerical Charity, Bishop of Hereford Bluecoat School Charity, Richards Castle Educational Charity)

- Responsible for the management, integrity and oversight of ~300 trust funds where the DBF acts as custodian trustee on behalf of parishes across the Diocese

- Develop and deliver tailored in-person and online training for Parochial Church Council (PCC) treasurers and Gift Aid Officers

- Act as Treasurer (Financial Secretary) to Hereford Diocesan Church of England Council for Social Aid charity, ensure preparation and submission of statutory accounts, and assist with assessment of grant applications as required.

- Support Finance Director and Finance team members in providing technical advice on charity accounting and reporting matters, to Parochial Church Councils (PCCs) in the Diocese of Hereford, and guidance on charity governance matters as required.

OTHER

- Develop the use of Sage 50 ledger accounting software and periodically review the suitability of this software for HDBF needs.
- Deputise for Finance Director on operational matters as required.
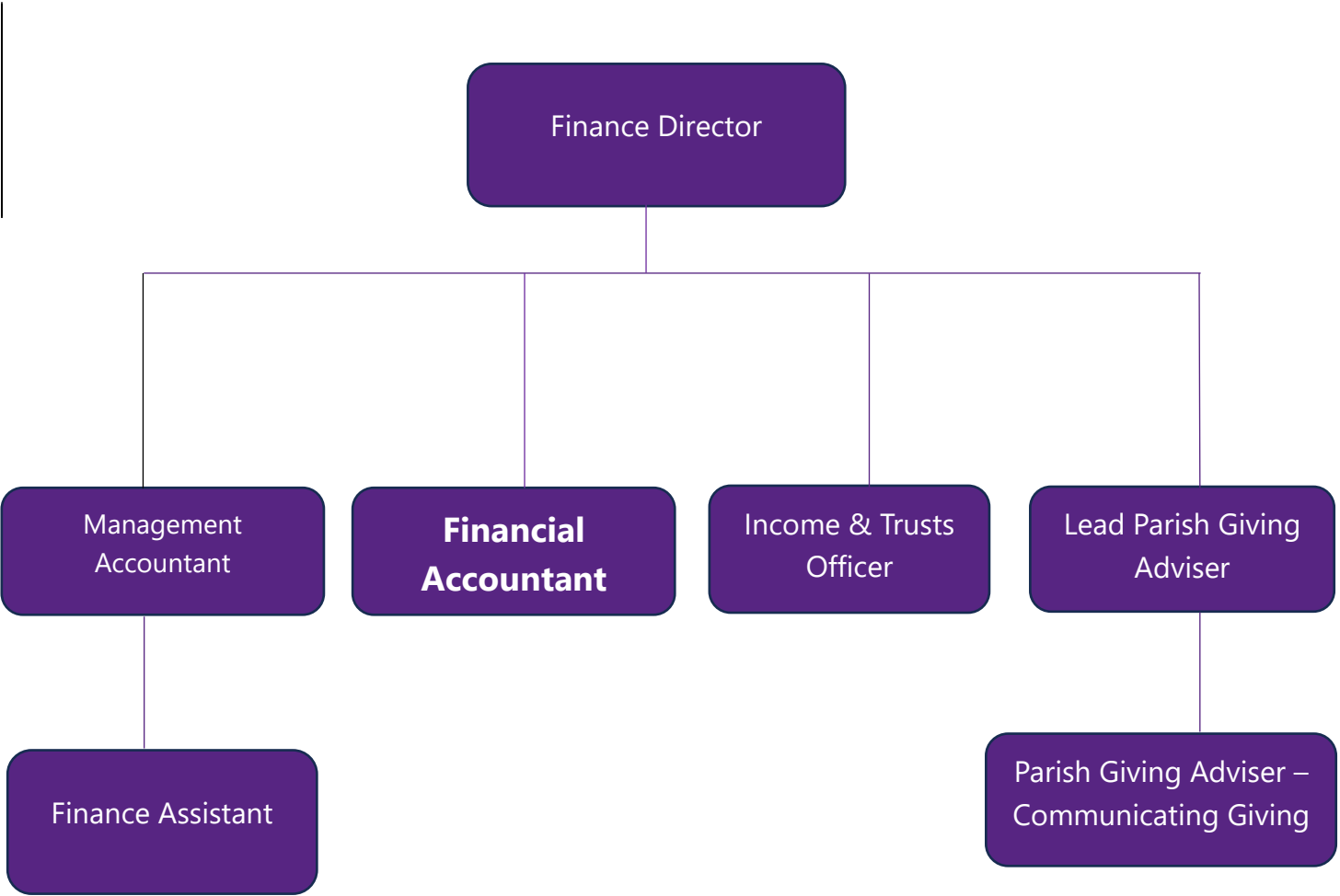
Special Features

Key Relationships

Internal	**External**
Finance Director	Deanery and parish treasurers
Finance team members	Diocesan clergy
Diocesan Secretary	Professional advisers and auditors
Diocesan officers and staff	Church Commissioners and Archbishops' Council
Investment Advisory Group	HM Revenue and Customs
Deanery Treasurers' Forum	Diocesan regional finance groups
Boards, Councils and their members	Contractors and suppliers
Diocesan Board of Education and related operating entities	

Organisation Chart

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                        Finance Director
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Management    Financial    Income &        Lead Parish Giving
Accountant    Accountant   Trusts Officer   Adviser
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Finance Assistant                          Parish Giving Adviser –
                                           Communicating Giving
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Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
Knowledge/ Qualifications / Membership of Professional bodies (or equivalent)	• Candidates will hold an ICAEW/ACCA/CIMA/CIPFA accounting qualification, or be close to qualification.	
Type of Experience required	• Have demonstrable experience of accounting, budgeting and reporting in a medium-sized charity or not-for-profit environment of similar size and complexity, or working as an external auditor. • Good technical financial accounting skills and thorough understanding of relevant accounting standards, including FRS 102 and Charities SORP. • Be strongly IT literate with secure knowledge of accounting systems. • Aware of current UK finance and tax (including VAT) regulations as they apply to charities. • Be a confident user of MS Office 365 suite, including Excel pivot tables. • Possess strong verbal, reasoning and written communication skills in order to communicate financial information effectively to non-finance trustees and colleagues. • Good team-working skills.	• Experience of working within a not for profit, multi-stakeholder environment. • Experience of Sage 50 Accounts and Sage Report Designer. • Be an advanced Excel user, or have experience of Microsoft Power BI. • Experience of designing, implementing and managing finance processes and policies. • Knowledge and experience of Total Return Accounting in a charity environment. • Awareness of Church Accounting Regulations and of church accounts practice. • Experience of working effectively with volunteers.

Competencies

ESSENTIAL	DESIRABLE
• Analytical and enquiring mind-set: able to evaluate and analyse complex data, interpret relevant information, identify financial & accounting issues, review alternative options and implement appropriate solutions.	• Committed to continuous improvement, customer service, and securing value for money in all aspects of the Diocese's operations.
• Excellent interpersonal skills: be an able communicator to a variety of audiences, and be accustomed to working with a range of current communication media. Able to build positive working relationships with stakeholders both within and outside the organisation.	
• Data literacy: able to leverage IT systems to extract key data for reporting and decision-making.	
• Problem-solving ability: willingness to get involved in solving problems, being helpful and supportive to others.	
• Detail focus: evidence of working under pressure with sustained attention to detail, organised and systematic, yet comfortable with some ambiguity.	
• Outcome orientation: able to drive projects and tasks to completion, working to deadlines.	
• Emotional maturity: able to deal calmly with unplanned demands and interruptions, and able to manage conflict and maintain good relationships with key stakeholders.	
• Sympathetic to the aims and ethos of the Church of England and supportive of the values of the Diocese of Hereford.	
• Full driving licence and access to a vehicle (independent travel to attend occasional meetings around the Diocese will be required).	