

Role Title: Diocesan Financial Controller

ROLE PURPOSE: The Diocesan Financial Controller has overall responsibility for managing the finances of the Ely Diocesan Board of Finance (EDBF), (including the Ely Diocesan Board of Education, Trust Funds, Ely DBF Property Ltd, Ely Diocesan Schools Services Ltd, the CMT project, other projects and Restricted Funds (Stipends, Pastoral Account etc.).

Accountabilities	Measures of success	What you need to know
<p>Support the efficient leadership and management of the finances</p> <ul style="list-style-type: none"> reporting directly to the Diocesan Secretary and the Chair of the Finance Committee preparing the agenda, organising and preparing papers for the Finance Committee and Deanery Liaison Group producing regular management accounts and ad hoc reports upon request for budget holders and various diocesan committees/Boards producing financial reports on the Designated Funds (e.g. Changing Market Towns projects) managing cashflow and ensuring bank reconciliations are completed and documented preparing annual budgets, cashflows and forecasts in line with agreed priorities and introducing new departmental structures as required accounting for the movements and revaluation of Investments held by the Diocese analysing and accounting for the details of the restricted Diocesan Stipends Fund (including the Glebe fund and the Parsonages Fund), the Diocesan Pastoral Account calculating the repairs provision for required work on parsonage properties managing the payroll and associated matters relating to the diocesan office staff completing and submitting VAT returns for the different group entities liaising with the Church Commissioners on clergy stipends and clergy pensions preparing the annual calculations for the ministry share proposal ensuring that enquiries from parishes related to ministry share and other financial matters are responded to appropriately ensuring that regular reports on ministry share contributions are produced in a timely manner, reviewing and updating the method of calculation providing advice to PCC treasurers and others on statutory parochial fees liaising with the auditors and preparing the year-end documentation for the auditors having oversight of accounting for the 300+ trust funds within the Diocese managing any process for the selection and implementation of accounting software producing statistical reports and other finance information for Church Commissioners overseeing the administration of Gift Aid initiating the preparation of financial policies. 	<ul style="list-style-type: none"> Stakeholder feedback Provision of accurate and informative financial information Timely preparation of management accounts and budgets Strength of relationships Achieving deadlines Regular 1-2-1 discussions and the annual appraisal Contribution to the team Clean audit report Satisfactory Audit Findings Report Payments of staff and clergy 	<p>Qualifications</p> <ul style="list-style-type: none"> Professional accounting qualification Educated to degree level <p>Experience</p> <ul style="list-style-type: none"> Experience of accounting for complex charities Knowledge of accounting for endowment funds and investments <p>Personal skills</p> <ul style="list-style-type: none"> Effective communication skills at all levels Staff management Ability to prioritise An eye for detail

Contribute to the effectiveness of the Diocesan services <ul style="list-style-type: none"> Managing the finance team in day-to-day operations Working with the Director of Education in relation to managing the finances of the DBE Advising and providing guidance to the Director of Education, the Director of Mission & Ministry and other departments on budgetary matters Attending and presenting at meetings of the EDBF Finance Committee, Bishops Council, Diocesan Synod, Audit Committee, Deanery Liaison Group and other meetings as appropriate to the role promoting and maintaining effective communication with colleagues and parishes keeping up to date with current legislation relating to the role. 		
To participate in the formulation of Diocesan strategy and policy <ul style="list-style-type: none"> contributing to the evaluation of the Diocese's financial objectives in line with the strategy, vision and missional goals contributing to the development and implementation of budgets to support the policies of the Bishops Council and Diocesan Synod. 		
Professional Development <ul style="list-style-type: none"> Undertake any necessary training to ensure continuing personal development Attend Church House conferences and network with other Diocesan Finance leads Participate in an annual review of performance Maintaining professional and technical knowledge and keeping up to date with new and available technologies Any other duties which might reasonably be requested in association with this role in order to meet the needs of the Diocese. 		How you act <ul style="list-style-type: none"> Work effectively and reliably. Take personal responsibility for your performance. Be an effective member of the team. Look for new ways of working effectively. Adapt positively to changing demands. Be constructive and flexible. Deal courteously with colleagues and others at all times.
Agreed by Job Holder..... Date.....		
Agreed by Manager Date.....	Review date	