

FINANCE DIRECTOR

**Job Description**

Responsible to:Chief Executive of Winchester for day to day line management.

Chief Executive of the Diocese of Winchesters and the Diocesan Secretary of the Diocese of Portsmouth in relation to the financial planning and delivery for their companies

Responsible for:Direct line management for **Deputy Finance Director and Executive PA** and overall responsibility for the whole joint finance team.

Hours: Full Time (35 hours per week) worked flexibly to accommodate the needs of the role

Salary:£70,000 per annum [plus 15% Pension contribution].

Appointment Term: Permanent subject to probation period of 6 months.

Background and Context:

The Finance Director will work closely with fellow senior colleagues to support the overall development of the vision, mission and delivery of the strategic aims in the Diocese of Winchester and the Diocese of Portsmouth.

Until March 2018 the Finance Director and Finance Team serviced three dioceses, the three-way shared arrangement has now reduced to a two-way arrangement. As part of this transformation the Chief Executive of Winchester and the Diocesan Secretary of Portsmouth appointed a consultancy firm to work with them to identify strategies to optimise the finance structure, process, people and technology to increase efficiency and effectiveness.

It is not anticipated that the Finance Director will be required to implement the chosen strategy. There will be an expectation that the Finance Director fully supports the decisions made and works closely with senior staff to help embed changes. Specialist support will be available if needed.

The Finance Director will appoint a Deputy Finance Director.

Responsibilities and Purpose:

* To be a principal adviser to the Chief Executive of Winchester (CEW) and the Diocesan Secretary of Portsmouth (DSP) their respective Boards of Finance on financial strategy and financial planning. To include the strategy and planning of an efficient and effective financial service.
* To effectively communicate financial information to boards, committees and the wider dioceses.
* To empower the Deputy Finance Director (responsible for managing the day to day work flow of the Finance Team) and provide senior leadership for the Finance Team.
* To ensure, through the Deputy Finance Director, the provision of full accountancy and financial control services to the Portsmouth and Winchester Diocesan Boards of Finance and their related bodies.

Financial Planning and Management

1. Identify strategic opportunities and foresee the challenges in the formulation of financial policy by working closely with the Deputy Finance Director, analysing information, offering strategic advice and presenting reports for relevant committees.
2. Oversee the preparation of 1-3 yearly financial plans, budgets and projections, managing the process for its approval as appropriate in each diocese and adhering to the timetables agreed with the CEW and DSP.
3. Working closely with the Deputy Finance Director to ensure the timely preparation of annual accounts and company reports.
4. Maintain an overview of the collection of Parish Share and ensure the allocation of contributions are managed in accordance with the respective systems of each diocese.
5. Ensure that deanery officers are effectively communicated with (through the systems set-up in each diocese: Winchester Diocese - Area Teams / Portsmouth Diocesan - Finance Committee on all financial matters.
6. Ensure that all Heads of Department are professionally supported with the drafting and maintenance of department budgets; to ensure that Standing Financial Instructions (SFI) are properly understood and applied.
7. Oversee the work related to company secretary, ensuring that statutory responsibilities are undertaken on a timely and compliant basis.
8. To be the secretary to each dioceses Asset Management / Investment Advisory Committee and to ensure that matters relating to the investment of the assets of each Board are handled efficiently and in accordance with best practice and policy set out in that diocese. Support the work of finance and audit sub-committees in each diocese.
9. Advise the chairman, secretaries and directors of the Boards of Finance on financial strategy and accounting matters affecting those committees so as to ensure the compliance of those Boards to all statutory regulations and best practice guidelines.

General

1. To be a member of the management teams of CEW and DSP, working closely with colleagues on strategy and financial plans. Attend meetings relevant to the work of financial planning in either of the dioceses.
2. To represent the dioceses when necessary and after discussion with the CEW and DSP, at national meetings, area teams, deanery synods, diocesan synods and on other bodies including the Portsmouth and Winchester Joint Board of Education (as appropriate to the role) on all matters relating to finance.
3. Ensure that those engaged in stewardship and parish support are professionally supported; to ensure that they are aware of financial strategy and diocesan budgets.
4. To undertake such other tasks as may be required by the CEW or DSP (where such requests cause conflict to be resolved through the line manager as set out from time to time – currently Winchester).

Leadership and transition

1. To lead the Finance Department forward in line with the recommendations of the Finance Review as agreed by CEW and DSP.

Person Specification:

Education and Qualifications

1. Graduate or equivalent level of education with a recognised professional finance or accounting qualification (ACA or equivalent).
2. Evidence of relevant continuing professional development.

Background and Experience

1. Operated successfully in a finance role at Board level of a significant organisation in the financial, corporate or endowed charitable sector or have demonstrated that you are now ready to do so.
2. Experience of playing and active part in the development of strategy.
3. Previous experience of leading or taking substantial responsibilities for managing change.
4. Experience of managing people and delivering through a team.
5. A working knowledge and experience of managing assets.
6. Experience of Access business and financial system would be an advantage.

Skills and Personal Competencies

1. An agent for change.
2. A leader and enabler able to motive self and team to contribute positively to the overall organisational strategies.
3. A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, organised and able to work to deadlines.
4. Flexible in working relationships, comfortable with some ambiguity and able to see projects and tasks to completion.
5. Able to relate well at all levels and an excellent communicator of difficult / financial issues in a form that is accessible to all.

Other:

1. Confidential and able to handle sensitive information.
2. A person who will commit to understand the mission and strategy of both dioceses as well as the part the role of Finance Director and team play in supporting these aims.
3. The role is subject to the requirement that the holder be a practicing Christian, under Part 1 of Schedule 9 to the Equality Act 2010 as this post has a senior representational role on behalf of the Church in the two dioceses.

Notes

The following general principles should be observed:

1. The role is offered on a permanent basis subject to a probationary period of 6 months.
2. The Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Chief Executive Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.
3. The designated office base for this role will be the Diocesan Office of Winchester at Old Alresford Place, Alresford, Hampshire, SO24 9DH. The role holder will also spend time at the Diocesan Office of Portsmouth, First Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB. Getting to know and building positive working relationships with key people in each diocese is essential. There is, however, no specific number of days that should be spent in either diocese.
4. The Finance Director, Deputy Finance Director and the Executive Assistant all have responsibilities across both dioceses and they should not be asked to do for one what they cannot do for all unless specifically agreed by the CEW after consultation with his colleagues.
5. The Finance Director is responsible for the line management of the Deputy Finance Director and the Executive Personal Assistant and will have overall responsibility for all other members of the Finance Team. The Deputy Finance Director will have responsibility for the day to day line management of the rest of the Finance Team. It is essential that the Finance Director empowers and enables the Deputy Finance Director.
6. The CEW and DSP shall have the right to ask the Deputy Finance Director and the Executive Personal Assistant to provide information or undertake such tasks for them as they see fit. The Deputy Finance Director will ensure that the work is managed appropriately and will report to the Finance Director any significant or time consuming pieces of work the CEW or DSP may request.
7. The dioceses are committed to sharing good practice and working cooperatively together. It is essential for confidence across the dioceses that the Finance Director ensures the necessary permission of the CEW or DSP (as appropriate) before sharing information that maybe confidential to one particular diocese.
8. The role will require some travel about both dioceses, sometimes outside usual business hours and to locations that are not served by public transport. The role holder will need to have access to their own transport.
9. The role is offered on the basis of the role holder having the right to work in the UK.
10. The role is subject to the requirement that the holder be a practicing Christian, under Part 1 of Schedule 9 to the Equality Act 2010 as this post has a senior representational role on behalf of the Church in the two dioceses.

**This job description and person specification is not an exhaustive list of tasks and responsibilities.**

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Agreed 071218