



PORTSMOUTH DIOCESAN BOARD OF FINANCE

JOB DESCRIPTION

1. Job Title

Stewardship Adviser

2. Key Work Areas

Mission, Discipleship & Ministry and Mission and Resources.

3. Primary Purposes

To enhance the implementation of the LIVE PRAY SERVE framework in Portsmouth Diocese by providing:

- committed and energetic promotion of good Christian Stewardship across the Diocese.
- advice and support at parish, deanery, and diocesan level on effective Christian stewardship.
- support, advice, and training for parish and deanery officers on their financial responsibilities.

4. Secondary Purpose

To work collaboratively with the Archdeacons, the Mission Development Officers and all members of the Mission, Discipleship and Ministry and Mission and Resources teams in order to equip and enable an innovative holistic approach to funding mission and growth in parishes across the Diocese but with a particular focus on Church Plants and Fresh Expressions. This work is to be executed with particular regard to Leading Your Church Into Growth, the Parish Giving Scheme, the Viability Focus Process and the Sustainability and Discipleship Focus Process.

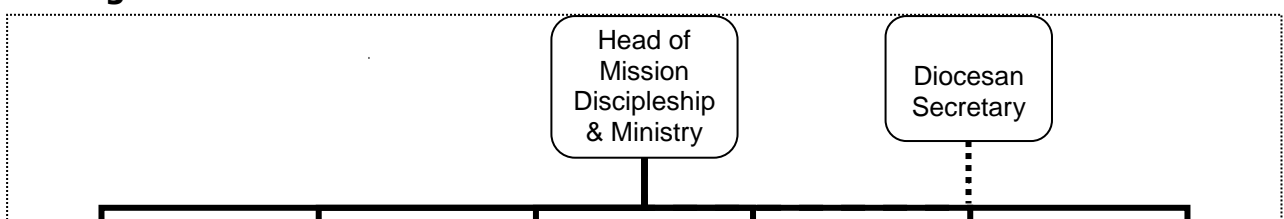
5. Accountability

Accountable to the Head of Mission, Discipleship & Ministry. Consults with the Diocesan Secretary in regard to parish financial stability and the Viability Focus Process and the Sustainability and Discipleship Focus Process.

6. Authority

Functional authority over the Mission Resources administrative assistant for functions related to stewardship work.

7. Organisation



8. Principal Tasks

- 8.1 Advise, train, and speak publicly, to champion and enable effective Christian Stewardship, including the use of the Parish Giving Scheme.
- 8.2 Coach and mentor key parish leaders and officers on the proper stewardship of existing and planned financial resources.
- 8.3 Work with the Mission Development Officers to assist parishes to create and nurture a sustainable vision and strategy for the use and growth of their mission resources. To be part of the Mission Team for Parish Development coordinated by the MDO and to contribute to its discussions and work.
- 8.4 Represent the diocese at regional and national level on stewardship matters and collaborate closely with the national stewardship adviser and his team.
- 8.5 Signpost or create accessible and inspiring web-based or paper material relating to Christian Stewardship and parish financial management.

Supporting healthy parish financial practices

- 8.6 Be the first point of contact for parishes on any question of stewardship or financial management.
- 8.7 Provide regular updates for parishes, and especially treasurers, on stewardship and financial management matters.
- 8.8 Raise awareness of trustee responsibilities and financial risk management across the diocese.
- 8.9 Train, nurture, and support parish treasurers in their role and duties.
- 8.10 Receive and review parish annual reports and accounts to ensure that they comply with charities acts and SORP 2015. Analyse the information these offer and use this to provide help and guidance to parishes and to supply relevant information and reports on trends to the Diocesan Secretary to help inform decision making.
- 8.11 Oversee, advise on, review, and analyse the information contained in the annual parish finance returns.
- 8.12 Provide advice to parishes on Gift Aid and the central tax recovery scheme.

- 8.13 Oversee the inputting of Gift Aid returns by the Receptionist/Admin Assistant and to prepare the monthly tax reclaim associated with the central tax recovery scheme for signing by the Senior Finance Officer.

Wider Diocesan areas

- 8.14 Undertake any other tasks as requested by the Head of MDM and by the Diocesan Secretary after consultation with the Head of MDM.

9. Working Practices

- 9.1 The post is full-time, for 35 hours per week and the normal place of work will be the Diocesan Office, First Floor, Peninsular House, Wharf Road, Portsmouth.
- 9.2 The post-holder is a member of the MDM section, working within the overall context of the team's corporate responsibility for providing support for parish development
- 9.3 The post-holder is required to undertake a degree of evening and weekend work, for which time off in lieu will be given
- 9.4 The post-holder is required to travel across and beyond the Diocese in fulfilling their duties. As public transport to outlying areas is limited, a current driving licence and access to own private transport is a requirement.

Post Holder: _____ Date: _____

Line Manager: _____ Date: _____