

Job Description

Finance Officer

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

To provide accounting support to the Norwich Diocesan Board of Finance and Education Services under direct supervision of the Senior Finance Officer/ Schools Estate's and Finance Officer.

To support the Schools Estate's and Finance Officer with the financial systems and functions relating to the Dioceses school building service including the accounting for the Devolved Formula Capital (DFC) Pooling scheme, the Consolidated Education Endowments (CEE fund), School Condition Allocations (SCA), and Section 106 funds (developers' contributions) on behalf of VA Schools in the Diocese of Norwich.

Key working relationships

Line manager	Senior Finance Officer
Positions managed	None
Internal	Staff within the Finance Department Staff within the Education Department Staff within the Property Services Department Staff with Spire Support Services Limited Parish Support Team Colleagues

External	Voluntary Aided (VA) School Head Teachers and School Secretaries Chairs of School Governors and school governing bodies Education Funding Agency (Department for Education) Building Contractors Norfolk County Council Other Diocese, especially members of the SCA group External auditors, Solicitors and other agencies
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Main duties and responsibilities

Administer the procedures for the payment of stipends and clergy pension contributions (including):

- Inform the Church Commissioners of changes to clergy stipends and pensions through the people system.
- Maintain the register of clergy numbers in post and reconcile with the record of benefices.
- Maintain the Diocesan clergy stipend and pension statutory records.
- Maintain records of clergy illness and report to Bishops Staff

Complete of Gift Aid and GASDS claims for the Diocese

- Encourage and promote the use of Gift Aid and the Gift Aid Small Donations Scheme (GASDS) through targeted support and the use of Gift Aid software.
- Prepare Diocesan Gift Aid tax claims, maintain records and prepare journal for allocation of tax refund.

Monitor the receipts of Parochial Fees

- Reconcile the quarterly PCC fee returns submitted by PCCs with the receipts.
- Advise parishes on queries relating to parochial fees.
- Assist with and advise upon the running of the funeral fees pilot project.

Support PCC Treasurers using the Parish Accounts Workbook (PAW)

- Understand how the functions of the workbook to provide support to PAW users.
- Assist with the development of revisions of PAW.
- Train new users and assist with the migration of data between workbooks (where applicable).

Complete monthly reconciliations of donations received through online giving and transactions through the online shop

- Reconcile the donations received through online giving and prepare journal for allocation of donations.
- Prepare journal to allocate the income received through the online shop.

Review PCC Trust files

- Review trust files and provide clear advice to parishes on the use/redemption of funds, liaising with the Diocesan Registrar where necessary.

Review PCC accounts and assist PCCs with year-end accounts preparation.

- Record and monitor PCC accounts submitted to the Diocesan Secretary.
- Review PCC accounts ensuring they comply with The Charities Statement of Recommended Practice (SORP) including specific areas such as, unrestricted, and restricted reserves, investment

income, deposit accounts and any items which may appear unusual, with a view to advising the PCC further.

- Provide assistance where necessary to aid Treasurers and the PCC to prepare year end accounts.
- Support and encourage parishes with the completion of the Statistics for Mission and Return of Parish Finance forms.
- Assist PCC members to sign up to the national online returns system.

Record and bank all income received (Cashbook)

- Create daily cashbook and code income accordingly.
- Obtain authorisation prior posting to the accounts ledger.
- Prepare cheques for banking and submit to the bank using the cheque scanner.
- Prepare weekly bank journals including online reconciliations with Xledger.

Provide accounting support to the Senior Finance Officer/ Schools Estate's and Finance Officer and the Finance Department.

- Provide cover for the Senior Finance Officer/ Schools Estate's and Finance Officer during periods of absence or sickness in order to ensure that work is produced on a timely basis to meet deadlines.
- Provide cover for the Accounts Assistant during periods of absence or sickness in order to ensure that prime entry of data to the accounts ledger is maintained.
- Assist the Senior Finance Officer with the preparation of the annual Benefice Requests for Parish Share
- Maintain the Parish Share Direct Debit schedule and prepare the monthly collection
- Assist the Property Department with monthly preparation of Glebe invoices and design a solution via Xledger.

Maintain and develop school building financial reporting systems, including accounting functions and reporting accurate financial information to support the Schools Estate's Officer

- Assist with the completion and submission of Interim and Final claims on a timely basis to the Education Funding Agency (EFA) to secure SCA funding.
- Assist with managing, updating and monitoring DFC Pooling Scheme on a timely basis.
- Assist with managing and monitoring all funding throughout the financial year to ensure all funding is secured.
- Regularly review systems and procedures in light of changes in Education Funding Agency, EFA (Department for Education, DFE) guidance and Diocesan policy ensuring they are adopted and applied correctly.
- Identify and suggest changes to internal procedures and to be involved in the continuous improvement and development of processes.
- Assist with developing and maintaining the Education accounts ledger.
- Assist with preparing and issuing quarterly 10% governors' liability amount (GLA) invoices and ensure that outstanding accounts are settled promptly by actioning appropriate and effective follow up procedures. Design new reports to allow invoicing via Xledger.
- Apply the Diocesan management charge to the cost of all school capital projects for the service of the project management service.
- Apply the Diocesan management charge to the cost of the school's DFC for the Finance Officer Service on the pooling scheme. The charge is based on 1% on the school's annual DFC allocation.

- Prepare quarterly Consolidated Educational Endowment fund management accounts to report to the Schools Estate's and Finance Officer/Director of Education.
- Undertake year end procedures in preparation for annual audit and prepare the year-end figures to be consolidated in the financial statements of the Norwich Diocesan Board of Finance Ltd.
- Produce a quarterly statement of financial activities and balance sheet and report to the DBE's Sites, Buildings and Finance (SBF) Committee.
- Assist with the preparation of reports to VA schools and Diocesan Senior Management on a quarterly basis.
- Monitor cash flow to ensure that the Diocesan Education bank account is regularly reimbursed from a separate ring-fenced deposit account which holds the devolved formula capital pooling scheme funds.

Provide financial information for the Chief Executive, Director of Finance and Director of Education to assist in strategic decision making

- Maintain an overview of the financial position in respect of schools building projects in order to provide medium to long term forecasts; and provide advice and early warning to VA governing bodies about funds "at risk".
- Assist with the updating and maintenance of the Finance section of the Diocesan website.
- Provide advice to parishes to enable better use of trust funds, particularly for those in relation to church/building improvements.
- Review PCC accounts and assist PCCs with year-end accounts preparation.
- Attend Finance Committee meetings to contribute towards the financial direction, projections and results of the DBF.
- Line manage potential new finance team member(s) to support various projects around funeral fees, growth of the Diocesan Churches Trust, further PCC Trust work and growth of Spire Support Services Ltd.

Provide financial information for the Vision Strategy including calculations for grant funding applications

- Prepare calculations and projections to assist with grant funding applications.

Ensure compliance with relevant legal, tax, accounting standards and guidelines

- Make annual returns to the EFA/(DFE), as per its reporting and auditing requirements, on behalf of VA schools participating in the Diocesan DFC pooling scheme.
- Have an awareness, understanding and knowledge of Department for Education (DFE), Education Funding Agency (EFA) guidance and for Schools VA school capital funding streams.
- Liaise with other departments within the Diocesan Office as necessary.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

Person Specification

	Essential	Desirable
Qualifications and Experience		
AAT or equivalent accounting degree	X	
A proven track record from within the education finance sector		X
Knowledge and Skills		
Able to communicate financial information accurately with a range of different people, both internally and externally	X	
High level of competency in Microsoft Office software, particularly Excel by making use of advanced formulas and analytical tools within the program.	X	
Able to learn quickly and make best use of accounting systems	X	
Excellent organisational skills used in planning own work	X	
Awareness, understanding and knowledge of the relevant accounting standards and apply these as appropriate to your work		X
Knowledge of the XLedger Financial Accounting system		X
Personable Attributes		
Able to work under pressure to meet targets and deadlines	X	
Calm and professional disposition	X	
Self-motivated and enthusiastic	X	
Able to respond effectively to changing priorities	X	
Able to manage a high volume workload	X	
Able to work effectively with minimal supervision	X	
Willing to accept responsibility	X	
Logical and systematic in work processes	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	
Availability		
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or evenings. Notice will be given of these and time off in lieu is available	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

Summary of Terms and Conditions

Role	Finance Officer
Hours	Full time - 35 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 1 month afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of 2 days working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.