

Job Description: Finance Director

Salary	£67,650 to £79,640 (Depending on experience)
Grade	1 - Director
Team	Finance
Line Manager	Diocesan Secretary
Line Reports	Finance Manager; Parish Finance & Support Officer
Contract Duration	Permanent
Contract Type	Full time
DBS Check Requirement	NA

Background

The Diocese of Guildford is the Church of England presence in most of Surrey and Northeast Hampshire and serves more than a million people. Led by Bishop, Rt Rev Andrew Watson, and Diocesan Secretary, Geraldine Newbold, we support 156 parishes, 83 church schools, over 200 stipendiary (paid) clergy and 117 authorised lay ministers. Our vision is of a Transforming Church Transforming Lives and is increasingly well-rooted in our parish communities, with churches, schools and community projects becoming more focused in what they believe God is calling them to do in our priority themes of, "growing disciples", "growing diversity" and "growing community".

The finance team is a team of 5 people, including the Finance Manager, Parish Finance & Support Officer, Senior Finance Officer, and Finance Officer, who together are responsible for an annual diocesan income and expenditure of approx. £15m per year.

Job Purpose

The role of the Finance Director is to:

- Be the principal adviser to the Diocesan Secretary and the Guildford Diocesan Board of Finance (GDBF) on financial strategy and financial planning.
- Effectively communicate financial information to the board, committees, including the Diocesan Board of Education, and Church House teams.
- Empower the Finance Manager (responsible for managing the Finance Team) and provide leadership for the Finance Team.
- Ensure, through the team, the provision of full accountancy and financial control services to the Guildford Diocesan Board of Finance and their related bodies.

Relationships

Internal

- Diocesan Secretary and Church House Leadership Team (CHLT) and other budget holders
- Bishops Council, the Chair of the GDBF, the Finance & Audit Committee, and Diocesan Synod
- The Guildford Diocesan Board of Education
- Deanery Synods
- Parochial Church Council Treasurers

External

- External Auditors
- National Church finance networks

Responsibilities

Financial Planning

- Lead on developing financial strategies to ensure financial sustainability of diocesan activities in the long-term
- In collaboration with Heads, Directors, and Senior Clergy, lead on the preparation of the comprehensive annual budgets and financial forecasts to enable the effective delivery of the diocesan strategic vision.
- Conduct in-depth financial analysis to identify opportunities and address challenges for cost effective operational efficiency.
- Communicate financial information effectively to Bishops Council, the Board of Education, Diocesan Synod, Parishes, and Finance & Audit Committee to inform effective and accurate decision making.
- Ensure that matters relating to the investment of assets are handled efficiently and in accordance with best practice and policy.

Financial Systems

- Advise the chair, secretaries and directors of the Diocesan Board of Finance and members of the Board of Education on financial strategy and accounting matters so as to ensure the compliance to all statutory regulations and best practice guidelines.
- Develop the GDBF financial systems, ensuring adequate financial controls are in place and compliance, to provide effective financial management.

Financial Management

- Oversee day-to-day financial operations and financial reporting.
- Monitor and report on financial performance against budget to Heads, Directors, and Senior Clergy, identifying variances highlighting key financial metrics and trends, and implementing corrective actions, as necessary.
- Ensure that the accounting records are kept accurately and up to date.
- Work closely with the Finance Manager to ensure the timely preparation of annual accounts and company reports, including any subsidiary companies.
- Monitor and contribute to the Risk Register and ensure risks are appropriately identified, mitigated, and monitored – leading on all financial//investment related risks.

Payroll

- Overall responsibility for the GDBF compliance with UK payroll and benefits taxes.
- Ensure all payroll payments and HMRC statutory filings are made on time.

Audit

- Responsible for liaising with external auditors and the Finance and Audit Committee to ensure a timely annual audit.
- Lead on the preparation of the GDBF Annual Report and Financial Statements.

Parish Support

- Develop and build strong relationships at all levels with clergy and laity across the diocese as required, recognising that parishes are critical to the performance and financial health of the diocese.
- Develop processes to review and understand issues being experienced by parishes, so that parishes can be supported by the Diocese to improve financial performance.
- Oversee the calculation of Parish Share and the allocation of contributions from parishes to the diocesan budgets.
- To work closely with the Archdeacons, Mission Team, and Programme Board to ensure that they are aware of the diocesan financial strategy, risks and parish share issues.
- Work closely with the Strategic Programme Manager on financial strategy, grant applications, compliance, and reporting.

Team Management

- Oversee the management of the finance team, ensuring high levels of individual performance and quality team service to the diocese, while managing workloads and wellbeing.
- Establish and maintain a succession plan for the team.

General

- Keep up to date with all UK financial and asset related legislation.
- Act as a member of the Church House Leadership Team, bringing a financial perspective to discussions and taking joint ownership of the envisioning and engagement of staff and building a positive team culture.
- Represent the diocese, when necessary, at national and regional church meetings, deanery synods, diocesan synods and on other bodies on all matters relating to finance.
- Carry out duties in line with GDBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: Finance Director

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate or equivalent level of education with a recognised professional finance or accounting qualification (ACA/ACCA/CIMA) Evidence of relevant continuing professional development; 	
Experience	<ul style="list-style-type: none"> Operated successfully at Finance Director level of a significant organisation in the financial, corporate, or charitable sector. Experience of Board level working Demonstrable experience of leading a finance team effectively 	
Skills & Knowledge	<ul style="list-style-type: none"> Strong understanding of financial regulations and accounting principles A working knowledge and experience of managing assets; Able to relate well with colleagues at all levels. An excellent communicator of complex financial issues in a form that is accessible to all. IT literate with excellence skills in MS Excel Able to engage in the development of strategy; 	
Personal	<ul style="list-style-type: none"> A leader and motivator of teams to share a commitment to high performance and an ethos of collaboration. An agent for change; Able to work under pressure, flexible in attitude, organised and able to work to deadlines; A demonstrable team player with a collaborative and open working style. A high level of integrity and discretion, ability to handle confidential information with diplomacy and sensitivity. Ability to establish credibility and respect and build strong working relationships with young people and a wide range of colleagues. Flexible and willing to adapt to changing priorities and working patterns; understand and appreciate different perspective on issues. Demonstrates an approach to work that is characterised by commitment and energy. This role carries an occupational requirement to be a practising Christian in accordance with the Equality Act 2010. Fully supportive of the aims and mission of the Church of England. 	