



# Diocese of Westminster

<b>Job Profile</b>	Senior Manager - Financial Planning & Analysis
<b>Department / Parish / Agency</b>	Finance
<b>Reporting to</b>	Head of Finance
<b>Cost Centre</b>	101
<b>Location:</b>	Vaughan House, 46 Francis Street, SW1
<b>Management of</b>	Financial Planning & Analysis Team
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours a week Monday-Friday 9am-5pm – may be required to work outside of these hours including weekends (limited)
<b>Salary</b>	£65,000 to £73,000 per annum
<b>Job Reference</b>	680-101

## **Job Purpose:**

The role's primary purpose is to support the mission of our charity through clear leadership and insightful financial analysis of a wide range of datasets to both influence the strategic direction of the diocese and to embed best practice in day-to-day operations. You will lead a dedicated team, working closely with stakeholders across the diocese to deliver the mission as effectively and widely as possible, while ensuring that the diocese remains compliant with all statutory requirements, rules and regulations.

## **Principal Duties & Responsibilities:**

### **Leadership & Management**

- Lead and mentor the FP&A team, fostering a high-performance, collaborative culture
- Oversee day-to-day team operations and provide opportunities for ongoing training and development
- Build strong partnerships and develop effective relationships across the diocese in order to deliver high-quality advice and creative solutions that support the mission
- Deputise for the Head of Finance

### **Financial Planning, Reporting & Budgeting**

- Own the end-to-end delivery of all budgeting and forecasting processes. This includes liaising regularly with budget holders, understanding key variances and their impact on strategic and operational delivery, and forecasting the longer-term implications for the overall financial performance of the diocese
- Own the monthly and quarterly financial reporting processes, leading the production of high-quality, accurate and timely reporting and financial analysis for budget holders, committees, and governance boards, including informative commentary and variance analysis
- Drive efficiencies across the organisation, for example, by automating or enhancing existing reports or processes, or by creating new reports or processes, to support informed decision making and ensure consistent, accurate analysis and data-sharing across the diocese
- Deliver ad-hoc analysis, insight and modelling to support strategic initiatives of the diocese

## **Statutory Compliance**

- Lead the statutory audit process for the diocese, its subsidiaries, linked entities and affiliates, taking direct responsibility for managing the preparation of all audit working papers and the production of annual statutory accounts
- Be responsible for the submission of accurate and timely external reporting for all statutory requirements, including corporation tax returns, where applicable
- Support the operation of a comprehensive, effective financial control framework across the diocese, reviewing and updating existing policies and processes and helping to develop new policies and processes to strengthen the charity's internal financial control framework
- Ensure compliance with all applicable laws, rules and regulations while carrying out day-to-day duties

*The post holder may be required to undertake any other duties, including holiday cover, that are commensurate with the role.*

## **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

## Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague’s success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honesty

## Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Ability to summarise, analyse and interpret numerical data to identify issues/trends and patterns	E
Ability to work independently, self-motivated, forward plan, prioritise and meet deadlines in a rapidly changing environment	E
High level of attention to detail, strong investigative/research and analytical skills	E
Ability to demonstrate organisational knowledge and sound judgment in relation to strategy and operational workflows / process	E
Comfortable in challenging the status quo	E
Excellent interpersonal skills to provide support and explain procedures and processes to staff at all levels throughout the diocese. Be able to positively influence stakeholders within the diocese	E
An understanding of and sympathy for the social and moral teachings of the Roman Catholic Church	D
<b>Experience</b>	
At least 5+ years’ experience working in a FP&A, financial controller or similar role	E
Strong knowledge of MS Office Suite – particularly extensive experience of using Microsoft Excel; and financial modelling skills	E
Strong knowledge of budgeting and forecasting	E
Team management experience	E
<b>Qualifications</b>	
A certified accountancy qualification	E
A degree in finance, accounting or economics	D