



Diocese of Westminster

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| Job Profile | Finance Manager |
| Department / Parish / Agency | Finance |
| Reporting to | Financial Controller |
| Cost Centre | 101 |
| Location / Address | Vaughan House |
| Management of | Team of 3 Accounts Assistant |
| Contract type | Permanent |
| Hours | 35 hours |
| Salary | £49k to £52k p.a. depending on experience |
| Job reference number | 816-101 |

Job Purpose:

To co-lead the financial accounting function of the charity with the Financial Controller by maintaining a robust financial control framework, ensure complete and accurate financial data, mentor the team and contribute to continuous improvements to elevate the standard and quality of deliverables by the team.

Principal duties and responsibilities:

1. Work collaboratively with colleagues throughout the charity to drive financial accountability, enhance financial understanding and improve communication.
 2. Team manage a team of Accounts Assistants by ensuring their professional growth, setting of objectives, conducting appraisals and coaching where required.
 3. Deputise for the Financial Controller
 4. Maintain the integrity and accuracy of data by ensuring income and expenditure are correctly assigned and in a timely manner (for e.g., restricted vs unrestricted, charged to the appropriate department or prompt correction).
 5. Play a key role in the month-end process by taking responsibility for key processes such as:
 - a. Timely allocation and reconciliation of the diocese's main bank account;
 - b. Timely review and approval of journals of the team including recharges, petty cash, intercompany, accruals, deferrals, prepayments and other relevant accounts;
 - c. Timely preparation of journals where required;
 - d. Ensure ledgers and balance sheet reconciliations are up to date and signed off;
 - e. Ensure overall month end process and timeline are adhered
 6. Fully own the fixed assets maintenance process by ensuring accurate posting of additions/disposals and depreciation. Ensure and maintain a regular communication with budget holders on statuses of projects.
 7. Fully own the internal recharges process for credit card expenses, IT expenses, DBS checks, health and safety and other diocesan activities.
 8. Fully own the credit card reconciliation process by being the point of contact, ensuring timely submissions are received and postings into the GL, and ensuring adhere to policy by credit card holders.
 9. Review and approve payments including weekly BACS payment run and HSBCnet payments.
 10. Support the annual statutory audit process with the preparation of working papers and reconciliations, and liaising with the auditors.
 11. Contribute to continuous improvements in finance processes and systems, implementing best practices and maintaining financial controls to mitigate financial risk.
 12. Any other accounting and finance related ad hoc tasks as and when required that commensurate with the role, including holiday cover and contributing to projects.
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Our Diocesan Values

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, 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 and 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 we serve.

Reliability

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. 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 and truth, and be straightforward in our dealings with others 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 challenges. We shall be persistent in our pursuit of continual improvement and excellence, and 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 colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

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.

| Skills/competence requirements | Essential/ Desirable |
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| Able to work efficiently and diligently, both independently, and within a team | E |
| Strong attention to details, analytical skills and problem-solving abilities | E |
| Able to prioritise workload to meet deadlines and be organised | E |
| Strong interpersonal and communication skills who is able to influence all levels within the charity | E |
| Able to adapt to changes and be flexible when responding to challenges, and willing to support the work of other team members | E |
| A can-do attitude, open to ideas and self-motivated to make things better and achieve the best for the Diocese | E |
| Experience | |
| Strong knowledge of financial accounting | E |
| Experience in the charity sector | D |
| Experience in line management | D |
| An understanding of the Catholic Church, its structure and organisation | D |
| Qualifications | |
| Finalist or qualified accountant (ACCA, CIMA or ACA) or qualified by experience | E |
| Proficiency in using Excel and Word | E |
| Knowledge of Microsoft Dynamics Great Plains | D |