

Parish Finance Business Partner

Appointment Type: Full-time, permanent **Working hours:** 35 hours per week to be worked Monday to Friday, normally 9am - 5pm **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary & benefits:** £45,423 - £55,836 per annum, depending on skills and experience, 25 holidays, plus statutory bank holidays and 5 Diocesan closure days.

About: The Diocese of Salford is seeking to appoint a qualified and suitably experienced Parish Finance Business Partner to support and develop management information provision for the parishes of the diocese. This post is required to assist the parishes of the diocese in the implementation roll out of a Parish based Gift Aid solution, alongside continuing to embed the accounting software recently introduced. The post holder will be responsible for working with the parishes in putting together and implementing parish budgets and forecasts to assist in the day to day running of the parishes.

What we are looking for: An individual with strong interpersonal skills to enable effective communication with a wide variety of people including Trustees, colleagues, clergy, parishioners, volunteers, and representatives of external organisations. The incumbent will have substantial experience of working in a finance business partner role and of implementing accounting software and budget and forecast systems. They will be able to analyse financial issues, interpret complex information and offer sound, reliable and professional advice.

What you will need: Chartered status of a professional accountancy body (CCAB qualified and CIMA) and evidence of ongoing professional development. The successful candidate will possess excellent time management skills and the ability to organise and prioritise their workload to meet deadlines for themselves and others in their team. They will have sound IT skills including Microsoft Office, particularly Excel and other finance software. The postholder will understand that the Diocese of Salford is a faith-based religious organisation and possess the ability to work with sympathy towards and respect for the values and ideals of the Church.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. **This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.** All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Monday 8th April 2024

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

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