

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Parish Finance Business Partner</b>		
<b>Department:</b>	Department of Finance		
<b>Reports to (job title):</b>	Director of Finance		
<b>Accountable to:</b>	Chief Operating Officer/Trustees of the Diocese of Salford		
<b>Responsible for:</b>	Workflow and deliverables for - Parish Finance Officer		
<b>Key Relationships:</b>	Diocesan Priest and parish-based staff, Project Manager, Property and Estates Team, Senior Leadership team.		
<b>Location:</b>	Cathedral Centre, 3 Ford Street, Salford, M3 6DP	<b>Travel Required:</b>	Yes, travel around the diocese will be required
<b>Level/Salary Range:</b>	£45,423 - £55,836 per annum - depending on skills and experience (Salary Band E)	<b>Position Type:</b>	Full time, Permanent
<b>Hours of Work:</b>	35 hours per week to be worked usually 9am to 5pm Monday to Friday but with some flexibility	<b>Holidays</b>	25 days per annum plus Bank Holidays, plus 5 Closure Days during the Christmas & New Year period and Maundy Thursday
<b>Overview and Job Purpose:</b>			
<p>In response to emerging needs, the Diocesan Trustees are seeking to appoint a qualified and experienced individual to support and develop management information provision for the parishes of the diocese. The successful post-holder will be part of our Parish Team within the Department of Finance.</p> <p>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.</p> <p>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. The budget process will include ensuring that the actions from the Quinquennial Inspection report are incorporated into the budgets to help with a more proactive rather than reactive expenditure.</p> <p>The Post holder will generate quarterly reporting on the parishes to input into the quarterly consolidation of management information, ensuring that the monthly actions are complete to support this.</p>			

The Post holder will collate and consolidate the parish information to input directly into the year-end reporting data, ensuring that the required reconciliation actions are completed to support this.

The successful post holder will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained, reporting to Trustees as and when required.

### **Job Description:**

#### **Main Responsibilities**

To support the COO and other members of the Project Office of the Diocese in the production of meaningful management information to allow the business of the Diocese to be managed efficiently and effectively.

- To work with the parishes on the implementation, training, and ongoing support of the accounting software.
- Implementation of Parish based Gift Aid solution.
- To work with the Finance Office on the reporting requirements from the parishes, including the management of Gift Aid reports and the submission of Annual Returns
- To work with the Parish Priest and Administrative staff within the parishes to put together, management information, annual budgets, and forecasts.
- To work with the Property Team to ensure that the details of the Quinquennial Inspection report is incorporated within the budget and forecasts for the parishes.
- Ongoing development and management of the financial systems of the parishes.
- Working with the Diocesan Head of Projects & Operations on Major Capital Projects.
- Taking a lead on the roll out of the digital solution for on-line and contactless payments across the diocese.
- Creating business strategies to assist the parish and diocese in making decisions.
- Liaising with the external auditors.
- To review and direct on workflow for the Parish Finance Officer.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder for duties commensurate with the role. Any changes will be agreed in conjunction with the Director of Finance.

### **PERSON SPECIFICATION**

	<i><b>Essential</b></i>	<i><b>Desirable</b></i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"><li>• Have chartered status of a professional accountancy body (CCAB qualified and CIMA).</li><li>• Have evidence of ongoing professional development.</li></ul>	

<b>Experience:</b>	<p>The successful candidate will have substantial experience of:</p> <ul style="list-style-type: none"> <li>• Working in a Business Partner role.</li> <li>• Implementation of accounting software.</li> <li>• Implementation of budget and forecast systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a finance role within a charitable organisation.</li> </ul>
<b>Knowledge and skills:</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills to enable effective communication with a wide variety of people including Trustees, colleagues, clergy, parishioners, volunteers, and representatives of external organisations.</li> <li>• An efficient approach to delivering tasks with a high level of attention to detail.</li> <li>• The ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice.</li> <li>• Commercial awareness with the ability to achieve excellent value for money.</li> <li>• Excellent IT skills including, Microsoft Office particularly Excel and other finance software. Openness to working with new systems and software for which training will be provided.</li> <li>• Excellent time management skills with the ability to organise and prioritise workload to meet deadlines for themselves and others in their team.</li> </ul>	
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• The understanding that the Diocese of Salford is a faith-</li> </ul>	

	<p>based religious organisation and the ability to work with sympathy towards and respect for the values and ideals of the Church.</p> <ul style="list-style-type: none"> <li>• The ability to remain motivated and resilient and inspire high levels of motivation in others.</li> <li>• The ability to think and act creatively and collaboratively.</li> <li>• A flexible, can-do, and proactive approach with the ability to contribute to the development of the department and to support the wider aims of the diocese.</li> <li>• The ability to represent the ethos and objectives of the Diocese to specialists such as auditors and banking representatives and be able to communicate, negotiate and manage such professionals engendering these ideals and ensure that projects are managed with integrity.</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.</li> </ul>	
<p><b><i>Other Information:</i></b></p> <p><b><u>References and Reports</u></b></p> <ul style="list-style-type: none"> <li>• Two professional references will be required.</li> </ul>		

- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Prospective candidates must understand that the Diocese of Salford is a charity with a religious ethos based upon the rites and practices of the Catholic Church and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met. This role is of sufficient profile and impact within our organisation to require that the successful candidate will be respectful towards the aims and the ideals of the Catholic Church.

**Health and Safety:** *All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

**Confidentiality:** *During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

**Data Protection:** *Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.*

**Safeguarding:** *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.*

*In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.*

**Probationary period:** *This position is subject to completion of an initial probationary period of six months.*

**Environment:** *The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.*

**Driving:** *A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.*

*All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.*

Compiled by:	Nicola Cosens	Date:	March 2024
Reviewed By:	HR	Date:	March 2024

I accept and agree with the details contained in this job description.			
Signed by Employee:		Date:	
Signed by Employer:		Date:	

<p>I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <a href="http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy">http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy</a></p> <p>I commit to completing the mandatory Educare E-Learning modules in relation to safeguarding within my first month of employment.</p>			
Print Name:		Date:	
Signature:		Parish:	

Salford Roman Catholic Diocesan Trustees Registered Charity  
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