

## Parish Finance enabler

JOB PROFILE	
Title:	Parish Finance Enabler
Reports to:	Finance Director
Location:	Jubilee House
Basis of employment:	Permanent
DBS check required? (Yes/No)	Yes
Special conditions of employment	
Date written/updated	November 2024

Purpose of Role
<p>Providing advice and guidance and assisting with completion of finance related tasks to Parishes in line with the agreed strategy and targets for Parish finances</p> <p>Detailed responsibility for:</p> <p><b>Value added activities for PCC's</b>            Investment guidance            Assistance with Compilation of PCC Annual report and accounts            Identifying treasurer training requirements            Support with completion of finance related templates such as giving profiles, budgets and cashflow</p> <p><b>Trustee Responsibilities</b></p> <p>Assisting Parishes with their:            Individual share trajectory pathways.            Parish Share Reporting            Parish fee returns collection and reporting            Online returns completion            Annual reporting and accounts preparation</p>

## MAIN RESPONSIBILITIES

Contributing to the setting of parish share trajectory pathways. Managing work connected with Parish finances against agreed objectives.

Managing own allocated portfolio of parish finance initiatives.

Principal Tasks:

### **Value added activities for PCC's**

Meeting with Deanery and Parish leaders and PCCs to encourage and advise on parish finances

Reporting, monitoring and adjusting of Trajectory progress

### **Trustee Responsibilities**

Reviewing and reporting on results of parish fees returns

Working with parishes to ensure full completion of online parish returns and other finance associated reporting.

Administration and reporting of sequestration expenditure

Supporting Work:

- Co-ordinate and maintain up-to-date knowledge of appropriate guidance in relation to parish finances
- To monitor and evaluate progress on each finance project.
- To liaise with other departments, the Chief Executive, Archdeacons, Programme Management Office (PMO) etc, concerning parish issues.

## ROLE DIMENSIONS

People management	N/A
Key relationships – internal	Archdeacons (for identifying Churches seeking support) Programme Manager (linking into SDF grants) Gift Aid Administrator and Digital Giving Advisor Finance Team
Key relationships – external	Clergy, Church leaders and treasurers

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Characteristics</b>	<p>Communication: Excellent interpersonal and communication skills.</p> <p>Organised: Meticulous and efficient in planning finance and trustworthy.</p> <p>Analytical: Possessing strong analytical skills to deal with financial calculations and reporting</p> <p>Empathetic, understands and responds to the feelings of others</p> <p>Diligent, hardworking and dedicated to completing task.</p> <p>Ethical: Adhering to high ethical standards and maintaining confidentiality in financial matters.</p>	
<b>Competencies and Skills</b>	<p>Ability to influence</p> <p>Ability to motivate</p> <p>Ability to promote confidence towards action</p> <p>Confident public speaker</p>	
<b>Qualification and Experience</b>	<p>Experience of working within parish finances</p> <p>Microsoft word and Excel competent</p>	
<b>Knowledge and Understanding</b>	<p>Knowledge of parish finances</p>	
<b>Special Requirements</b>	<p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.</p>	

**TERMS OF EMPLOYMENT**

Work pattern	<p>Standard working hours are 35 hours per week.</p> <p>Hours spread between 5 days per week, weekend working will be required.</p> <p>It is expected that staff members will be active members of their local Church including Sunday services.</p> <p>Flexible working essential according to the needs of the role and responsibilities</p>
Salary	Band 6

Holiday	
Probation	6 months