

Strategic Programmes Finance Officer

Dioceses of Winchester and Portsmouth

Job Description

Responsible to:	Strategic Programme Manager (Winchester DBF) (with matrix reporting to Strategic Programme Manager (Portsmouth DBF))
Hours:	Part Time -4 days per week (28 hours per week) to be split 2.5 : 1.5 between Winchester and Portsmouth dioceses
Salary:	£32,802 per annum for part-time 4, 28 hours (SP13 £41,003 per annum full-time salary)
Appointment Term:	Permanent subject to probation period of 6 months

Background and Context:

The Strategic Programmes Finance Officer (SPFO) is a new role created to provide specific financial reconciliations, monitoring and reporting against the Strategic Development Fund (SDF) and Diocesan Investment Programme (DIP) funding received by the Diocese of Winchester and the Diocese of Portsmouth from the Church of England (Archbishop's Council). A key aspect of the role will involve financial planning and modelling for future DIP bids. SDF/DIP funding is given for projects within the dioceses that help to achieve their strategic objectives. The role also involves some historic analysis to ensure expenditure is correctly coded to the right project from previous funding.

Overall Responsibilities and Purpose:

1. Financial Planning for future bids and DIP submissions
2. Financial Reporting of SDF/DIP
3. Financial Reconciliation and Expenditure Monitoring of SDF/DIP funding

Financial Planning

1. Support the Strategic Programme Managers, liaising with the Finance Team, drafting, costing, and modelling of financial information for future funding/grant bids, ensuring cost recovery for overheads and staff time is included on all projects.

Financial Reporting

1. Prepare regular financial reports for the Strategic Development Team (SDT - Winchester)/Strategic Programme Team (SPT – Portsmouth) and senior leadership on the financial progress and outcomes of spend to date, ensuring transparency and accountability of the funds received for the various SDF/DIP projects.
2. Ensuring any transactions for overheads or contributions to core costs are recorded accurately for costs incurred by SDF/DIP or shared by the WDBF/PDBF.
3. Providing information to the Finance Team regarding projects as part of month or year-end processes.
4. Support with the preparation of financial reports to Church of England on the funding spend to date at required intervals.

Financial Reconciliation and Monitoring

1. Review of spend to date on Xledger vs spend expected by SDT to include (but not limited to):
 - Comparison on project basis to ensure funds allocated to correct project, reconciling against previously received funds and current funding.
 - Comparison of spend to date against budget (allowing for variations to end date of funding due to Covid-19/amendments to the original bid)
 - Setting up a process for comparisons and reconciliations going forwards, with specific attention to monitoring any end dates on costs to ensure plan in place for cessation of funding.
2. Liaising with Finance team, SDT/SPT and Strategic Programme Managers with regards to recording and reporting of the funding to meet project requirements moving forward.
3. Liaising with Financial Controllers and wider Finance Team for any audit requirements – external or internal.

General

1. To provide other assistance as may be requested from time to time by the Strategic Programme Managers.

Person Specification

Qualification & Education

1. Financial literacy and competency evidenced by qualification or experience.
2. It will be a requirement of the appointment that Safeguarding Training – C1 and Safer Recruitment training is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety

Background and Experience

3. Operated successfully in a project role with financial responsibility for accurate record keeping and analysis.
4. Knowledge and experience of Charity finance accounting principles and requirements.
5. Experience of working with Microsoft Suite applications and financial accounting systems; experience of Xledger accounting systems would be advantageous;
6. Experience of communicating financial information with non-finance colleagues.
7. Experience in the preparation and presentation of financial management reports and fund analysis.

Skills and Personal Competencies

8. Proven analytical and numerical skills.
9. Competency and confidence in the creation of complex worksheets and financial modelling using Microsoft Excel.
10. Comfortable with reconciliations.
11. A demonstrable team player with a collaborative and open working style.
12. Work in an organised manner, with an ability to prioritise and manage workloads and focus on timescales and deadlines.
13. Flexible in working relationships, comfortable to use initiative to start or innovate on projects, and able to see projects and tasks through to completion.
14. A proven ability to relate well with others at all levels.
15. An excellent communicator on financial issues in a form that is accessible to all.

Other:

16. Confidential and able to handle sensitive information.
17. An understanding of, and a commitment in principle to the Church's ministry and mission is essential. A supportive approach to the work of the Church and the Diocese of Winchester.

Notes:

The following general principles should be noted:

- a) This role will initially be based at The Diocesan Office, Wolvesey, Winchester, Hampshire, SO23 9ND with the requirement for regular attendance in the Portsmouth Office (see below). It is anticipated that some home working may be available/necessary. In mid 2024 the base for the role is likely to transfer to The Diocesan Office, Old Alresford Place, Old Alresford, SO24 9DH. Please note that there are no public transport links to Old Alresford.
- b) The role operates across the dioceses of Portsmouth and Winchester and may also involve work from the Portsmouth Diocesan Offices, First Floor, Peninsular House, Wharf Road, Portsmouth, PO2 8HB. Getting to know and building positive working relationships with key people in each diocese is essential.
- c) The dioceses are committed to sharing good practice and working cooperatively together.
- d) The role will require some travel about both dioceses, sometimes outside usual business hours and to locations that are not served by public transport. The role holder will need to have access to their own transport.
- e) The role is offered on the basis of the role holder having a right to work in the UK.
- f) The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary and Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities.

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JD agreed 08012024