

TRUST FUNDS ASSISTANT

Job Description

Responsible to:	Heads of Finance
Main Purpose:	Within the context of the Joint Finance Team, to deliver the project to collate details of custodian and discretionary funds and undertake a review of the balances held to ensure resources are being applied effectively.
Hours:	Part-time: 21 hours per week/3 days per week/0.6
Salary:	Spine Point 7, Full time £32,117 per annum, approx. £19,270 per annum for 21 hours
Appointment Term:	12-month fixed term

Responsibilities and Purpose

The Dioceses of Winchester and Portsmouth (DBF) act as the custodian trustee for our parishes (PCC) across both dioceses and manage funds in excess of £30m across c.620 funds. This role within the joint finance function seeks to identify the purposes of these funds and create a database to assist with the day to day oversight. Reporting to the Heads of Finance, the role will support the Finance Officer and Finance Assistant with the delivery of treasury functions to our parishes, through enabling prompt identification of the relevant information to enable investment transactions to take place.

1. Create a master list of the funds and related account details with the relevant investors (predominantly CCLA).
2. Review the electronic and paper archive information for details of restrictions around funds and work with PCCs and the Registrar to confirm the accuracy and completeness of the information.
3. Identify funds where restrictions may no longer be relevant and provide guidance on how these may be wound up (in line with Charity Commission guidance and Ecclesiastical law)
4. Identify small / low value balances where Charity Commission rules may allow alternative action to be taken with the fund, working with the PCCs and managing trustees to find the best solution for these funds.

5. Identify endowments where permission could be sought to spend the capital, if income flows are insufficient for requirements.
6. Identify any small trusts with similar purposes where there may be opportunity to combine trusts to alleviate some of the administrative burden.
7. Produce an action plan based on the findings of the above and work with the Heads of Finance to implement the plan.
8. Review the PCC annual accounts for accurate reporting of their funds, based on the details of restrictions around the funds.
9. To provide other assistance as may occasionally be required by senior members of the Joint Finance Team.

Person specification

Education and qualifications

1. A good level of education in English and Maths is essential, ideally education to A-level standard equivalent or above.
2. It will be a requirement of the appointment that Safeguarding training (level to be determined) is completed within the first six months of starting along with:
 - a. Equality and Diversity and related training modules
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety
 - g. Any other diocesan training requirements as determined by the HR Team.

Background and Experience

3. An understanding of charity finance, different fund types and Charity Commission guidance in relation to these is essential.
4. A background in finance or bookkeeping is desirable.
5. An ability to understand and interpret legal or trust documentation is desirable.
6. Experience of Xledger accounting systems would be advantageous but not essential; experience of working with Microsoft Suite applications and financial accounting systems is essential.
7. Knowledge and experience of working in a large and complex organisation is desirable.

Skills and Personal Competencies

8. Proven analytical and numerical skills.
9. A team player with a collaborative and open working style.
10. Strong communications skills and comfortable liaising with the volunteers within parish teams.
11. Able to work under pressure and to be flexible in attitude.
12. Self-starter and enabler, comfortable with using initiative.
13. Organised and able to work to deadlines.
14. Willingness to support colleagues and share expertise.
15. Able to work with some level of ambiguity.
16. A proven ability to relate well with others at all levels.
17. Competency and confidence working with Microsoft Excel.

Other

18. To keep confidence and able to handle sensitive information.
19. 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 Dioceses of Winchester and Portsmouth.

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

NOTES

The following general principles should be noted:

- a) This role will be based at The Diocesan Office, Old Alresford Place, Old Alresford, SO24 9DH with the requirement for regular attendance in the Portsmouth Office (see address below). It is anticipated that some home working may be available/necessary. Please note that there are no direct public transport links to Old Alresford (10-minute walk from town centre).
- b) The role operates within the joint finance team covering the dioceses of Portsmouth and Winchester and will 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. Currently Finance Team days are Wednesday at OAP.
- c) The dioceses are committed to sharing good practice and working cooperatively together.

- d) The role may require some travel about both dioceses 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 a fixed-term basis of 12 months and subject to a probationary period of 3 months.
- f) This is a part-time post (21 hours per week) worked Monday to Friday, days to be agreed. Usual business hours are Monday to Friday 9am to 5pm with a 1-hour unpaid lunch break.
- g) The role is offered on the basis of the role holder having a right to work in the UK.
- h) The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

JD Agreed MT/EC/SMB 8 July 2025