

Job Outline

Title:	Director of Finance
Department:	Finance
Reports to:	Chief Operating Officer

Main Purpose and scope of role:

- Responsible for all financial reporting for the Curia and production of the Annual Report and Accounts for the Archdiocese. Total Archdiocese income/expenditure c£9m per year with direct responsibility for c £2m for the Curia
- Manage the financial administration and systems of financial control for the Curia
- Provide and manage financial planning and budgeting information for the Curia
- Line management of the Finance Team
- Ensure the Archdiocese complies with Data Protection regulations

Key relationships:

- The Archbishop and his senior team, particularly the Chief Operating Officer.
- The Board of Trustees and the members of the Finance Committee
- The Archdiocesan parish priests - to assist them as required and carry out certain tasks that are managed centrally on behalf of parishes
- External agencies including regulatory bodies, external auditors, banks, investment managers, funders and consultants.

Key accountabilities:

Financial Reporting

- Produce the Annual Report and Accounts
- Produce quarterly management accounts and raise issues of concern that require action
- Produce cash reports and forecasts

Manage financial administration and systems of financial control

- Maintain and operate a system of ledgers for the Curia, including a payroll function.
- Ensure the completeness and accuracy of financial records and reports.
- Prepare adequate procedures and controls to manage the financial assets of the Archdiocese and to guard against loss through fraud or theft.

- Liaise with parishes and external payroll bureau service to process parish payroll on a timely basis and ensure compliance with pension and HMRC requirements.
 - Ensure that IT systems are effective and efficient, with the assistance of a third-party IT support organisation.
 - Assist Parishes with the use of reporting frameworks and develop these systems as required.
 - Work closely with banking providers to organise and maintain the banking services required for all parishes and Curia fund accounting needs.
 - Monitor Archdiocesan investment activities, including performance of investment managers and compliance with investment objective and policies. Promote and ensure good governance of investments and liaise with investment managers to highlight risks to return expectations and/or value of investments

Financial planning and budgeting

- Prepare the Curia annual budget, liaising with service, departmental managers and the Chief Operating Officer.
- Monitor and assist budget holders in their budgetary control and promote cost efficient working
- Provide professional input to financial decisions, including options and plans for new services, organisational restructurings, cost savings measures and property decisions.
- Monitor and forecast the cash position.

Line Management of the Finance Team

- To lead and manage the Finance Team, ensuring high quality work, meeting of deadlines, priority tasks identified and delivered.
- To set objectives, carry out appraisals and identify training and development needs.

Data Protection

- To lead the Archdiocesan work on Data Protection, ensure that all legislation is complied with by staff and Parishes, to handle all Subject Access requests etc.

General

- Assist the Trustees, Chief Operating Officer and Finance Committee by preparing reports to aid decision making.
- Provide professional business support to colleagues both within the Curia and at the parish level.
- Work in the best interests of the organisation at large, contributing to its wider policies, strategies and other organisation initiatives as required
- Ensure appropriate risk management techniques and financial controls are embedded within Archdiocese practices and procedures.
- Any other duties as reasonably requested by the Chief Operating Officer commensurate with the capabilities and duties associated with the post.

Qualifications/Knowledge

- Qualified Accountant

- Up to date and practical knowledge of Data Protection
- Knowledge of portfolio management desirable
- Experience of working with Sage accounting systems/software preferable
- A good knowledge of Scottish Charity legislation

Experience

- Minimum of 5+ years senior accountancy experience in a complex organisation.
- Experience of working in a charitable organisation at professional level is preferable.
- Relevant staff management and team leadership experience.

Skills and Abilities

- Excellent IT skills
- Able to build strong personal relationships with a wide range of stakeholders including Priests in Parishes, Trustees, the Finance Committee, Auditors and various external organisations as appropriate.
- Strategic leadership – able to identify issues, formulate solutions and deliver outcomes in a team-based environment.

Other requirements

- Able and willing to travel and occasionally work unsocial hours as required.