



Parish Finance Support Officer

January 2025



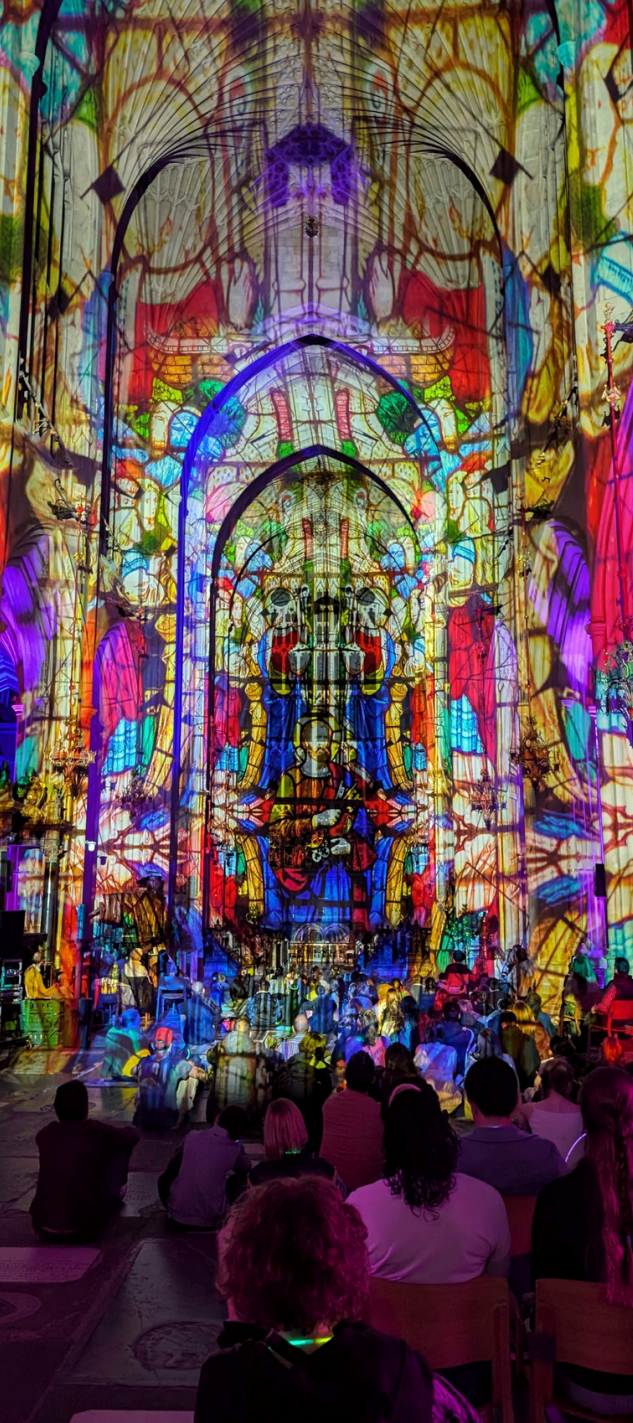
DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the Parish Finance Support Officer.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the posts you are welcome to contact Matthew Pinnock, Head of Finance and Operations via email matthew.pinnock@bathwells.anglican.org
Please note due to Christmas, Matthew will be unavailable from 23 December to 5 January.

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Application details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will take place at Flourish House in Wells. Dates will be confirmed to shortlisted candidates.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton.

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. There are 160 stipendiary clergy posts, 42 self-supporting licensed clergy and 210 licensed Readers.

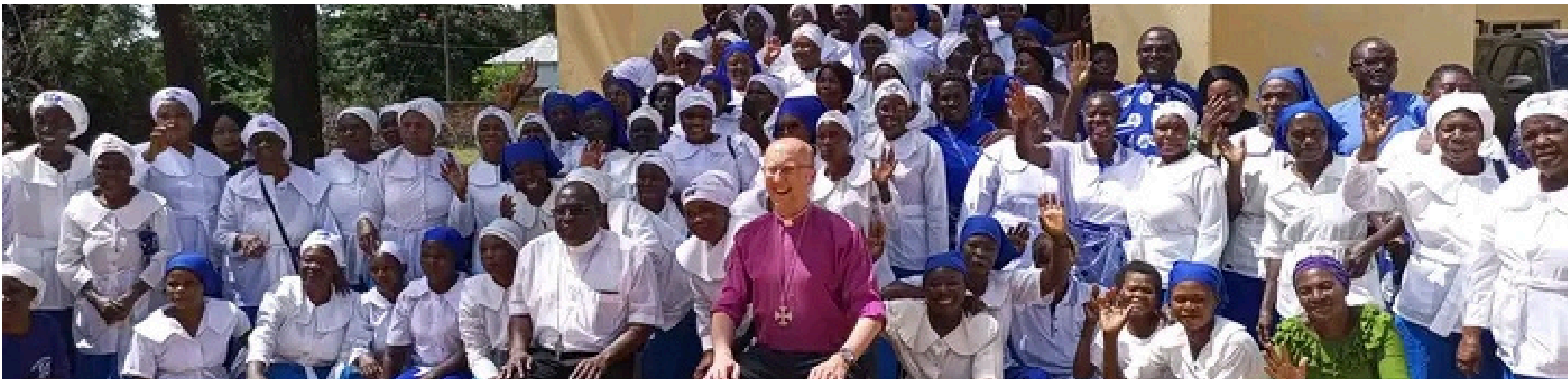
Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' We seek to live this story as disciples of Jesus Christ in the world and to tell it, both in sharing the good news and by the way in which our lives speak about Him.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





About the role

The central and administrative work of the diocese is managed and coordinated by our support teams, with each team responsible for a particular area. Some teams provide services direct to our diocesan community – our people, parishes, schools and colleges. Others are involved in services which deliver effective day-to-day operations.

As part of finance department, this role will support the day to day financial operations, but will also be a key contact for our parishes to support and guide them through their financial responsibilities. Building relationships with parishes will be key; you will get to know them, understand their context, be able to listen to their concerns whilst challenging them to come up with practical solutions. As well as being available by phone and virtual meetings, you will also occasionally visit parishes to provide support.

The Benefice Share is the way our churches are asked to make a contributions to our Common Fund which pays for the work of the church across our Diocese of Bath and Wells to ensure we are a Christian presence in every community, living and telling the story of Jesus.

Benefice Share requests are sent to each benefice and includes a suggested contribution for each parish. Each benefice can adjust the parish allocations based on local knowledge and circumstances, if they so wish. This role helps parishes understand their share and will work alongside them to consider sustainable ways to pay their share.

As our PCC's are legal entities and are required to prepare annual accounts and reports, this role will also work with PCC's to complete their returns and offer advice on how to manage their finances.



Job description

Our vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of post

- To develop relationships with and be the contact for parishes for parishes to support them with financial responsibilities.
- To take responsibility for administration of the Benefice Share (BS) system for financial contributions into the Common Fund.
- Work with parishes with regards their BS contribution commitments, payments and queries.
- Process BS direct debit collections each month. Run or create and distribute BS reports.
- Work alongside an agreed number of benefices, to support them and provide advice in generating funds.
- Assisting with targeted fundraising support, liaising with Giving and Funding Team as appropriate. Advising appropriate accounting treatment.
- Support parishes regarding financial statements, finance returns and other financial reporting tools e.g. Cashbook.
- Ensure parishes submit finance returns on time. Review copies of parish financial statements and recording key data.
- Promote use of diocesan Cashbook (spreadsheet) and help parishes to resolve issues.
- Assist Finance Team with general financial processes and tasks.

Key relationships

- Diocesan Secretary
- Head of Finance and Operations (HoFO)
- Finance Manager (FM)
- Parochial Church Council (PCC) trustees – treasurers, churchwardens and incumbents
- Benefice and Deanery treasurers
- National Church Institutions
- Other members of the Finance team
- Property team
- Other budget holders
- Giving and Funding Team

The role is based in the Diocesan Office in Wells and reports to the Finance Manager



Main responsibilities

Benefice Share Administration

- Monitor and action Benefice Share email box.
- Assist with annual mail merge to advise parishes / benefices of Benefice Share ask (donation requested).
- Respond to and record PCC financial commitments, payment methods and frequency.
- Communicate with non-responding PCCs to obtain the above information, encouraging them to do respond.
- Ensure those PCCs wishing to pay by direct debit have signed mandates.
- Process Benefice Share debit debits, ensuring correspondence regarding any changes is actioned or responded to as necessary.
- Process and reconcile information/advices for those parishes paying Benefice Share not directly into the Diocesan bank account.
- Run and distribute regular monthly and quarterly Benefice Share reports

Parish Finance Support - generating funds

- Work with an agreed number of benefices, to help with generating funds, whether by advising appropriate accounting treatments or supporting with targeted fundraising and available grants.

Parish Finance Support - financial data compilation and submission

- Monitor and encourage submission of copy of parish financial statements, reviewing for completeness. Record required key data as required.
- Monitor PCC submissions of Parish Finance Returns, providing support as appropriate to encourage timely submissions.
- Promote use of diocesan Cashbook (spreadsheet) and support parishes to resolve issues.

Assist Finance Team

Sales Ledger

- Raise sales ledger invoices as requested.
- Monthly review of outstanding debtors and chase Finance department related invoices.
- Provide update of outstanding debtors to other departments as necessary.
- Perform monthly debtors reconciliation.
- Quarterly process and submit to HMRC online, the gift aided donations to the DBF.

Main responsibilities - continued

DBF Services

- Process bank transactions to Business Central (BC) and reconcile.
- Raise and issue sales invoices and monitor outstanding debtors.
- Prepare and produce quarterly management accounts.
- Reconcile DBF Services VAT and submit to HMRC on quarterly basis.

Online Giving

- Download and check report of monthly transactions. Post transactions and reconcile to Shop bank account.
- Monitor Shop products and coding used by various departments, communicating as necessary.

Shared Finance Tasks

- Assist HoFO and FM with year-end process
- Monitor the Finance section of the Diocesan Website and make recommendations for any necessary changes in liaison with FM and Communications Department.
- Support with training sessions for staff or PCC/Parish volunteers
- Oversee shared mailboxes and Finance Team Voicemails as required.
- Create or update balance sheet reconciliations for allocated nominal accounts (excl bank).
- Raise and post DBF sales invoices, credit notes and journals as necessary.
- Assist with annual distribution of confirmation and thanks of payment of benefice share.
- Assist to advise parishes/benefices of annual parish share requested and prepare payment schedules.
- Support whole department during times of staff absence
- Any other reasonable requests as may from time to time be made by the HoFO or FM.



Person specification

Qualifications

Essential

- Accounting qualification or studying towards one or qualified by experience.
- Knowledge of double-entry book-keeping and of reconciliation to bank statements.
- Working knowledge of Microsoft Office, including Excel and Outlook.
- Experience of using accounting software and ability to learn new ones.
- Experience of working across teams.

Desirable

- Experience in the preparation of statutory financial information. particularly for charities.

Skills, competencies and abilities

Essential

- Strong interpersonal, communication skills and presenting of information skills.
- Able to build relationships; good listening skills.
- An appreciation of, and a commitment to, excellent customer service.
- Able to summarise financial issues for non-finance staff or PCC trustees.
- Able to work to deadlines and respond quickly.
- Good organisation skills; takes ownership of own work.

Desirable

- Understanding of the Church of England, its parochial system and the wider organisation of the Diocese.

Personal qualities

Essential

- Willingness to learn, act with integrity and humility and work as a team player.
- Willingness to travel to visit parishes

Desirable

- Determination to follow tasks through to completion.



Terms and conditions

Hours of work

Full time - 36 hours per week, Monday to Friday

Salary

£30,640 to £35,469 per annum

Term

Permanent

Pension

The pension scheme is administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee can choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per year, plus banks holiday. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

Probation

This post will be subject to a six month probationary period.

How to apply

Please apply for this post using the application form which can be downloaded from bathandwells.org.uk/clergy-vacancies - and send this by post or email, to:

Enita Andrews
HR Manager
The Diocese of Bath and Wells
Flourish House
Cathedral Park
Wells BA5 1FD
Email: recruitment@bathwells.anglican.org | Tel: 01749 685113

The closing date for applications is noon, Friday 10 January 2025

Interviews for both roles will take place in Wells, dates will be confirmed.

This appointment is subject to proof of the right to residency in the UK under UK Visa and Immigration regulations.





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