



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Financial and Systems Accountant
EMPLOYER:	Sheffield Diocesan Board of Finance
RESPONSIBLE TO:	Finance Director

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Job Purpose

The core tasks and responsibilities of the Finance Team have grown significantly over the past 5 years. In that time the Diocese has been successful in securing external funding through National Church across multiple funding streams. This has increased the complexity of the processing requirements with more than a 50% increase in staff to over 100 and growth in other associated non staff expenditure.

We have recently recruited a new Finance Director and are growing the Finance Team to meet the expanded responsibilities. During 2023 a new finance system (Xledger) was implemented. We are now extracting some of the benefits of this new system through the efficiency and accuracy of processing and recording transactions. Further development and systems integration with other Diocese systems with XLedger system will also enable us to enhance our standard monthly/quarterly reporting, e.g. payroll, management accounts and develop bespoke dashboard reporting for decision support packs for key decision-making bodies; Finance & Property Committee, Bishops Council, SMT, BSST.

This post, working alongside the Project and Systems Accountant, will provide the required skills and expertise to enable the Finance Team to deliver on its reporting requirements.

Main duties and responsibilities

- (1) Ensure monthly/quarterly management accounting processes are completed in an accurate and timely manner in line with reporting deadlines for Finance and Property Committee.
- (2) Lead of the preparation of all the year end reporting and statutory accounts for external audit.
- (3) Continue the development of the XLedger finance system to achieve maximum benefit, including developing the financial and management accounting report templates and suite of reporting for internal and external reporting.
- (4) Support the day-to-day operations of the finance function, including some day-to-day task management of the Finance Assistant/Purchase Ledger Assistant.
- (5) Support in the preparation of the annual budgets and forecasts across all funds within the Diocese.
- (6) To liaise with external providers such as banks, HMRC, CCLA investment fund managers and manage the Diocese treasury operations.
- (7) To maintain data integrity, reviewing postings and journal entries and to populate and upload journals and budget data into the system.
- (8) To work with the payroll bureau and National Church in the processing of payroll for staff and stipends for clergy.
- (9) To provide cover as required within the finance team with the processing of non-payroll-based expenditure for the DBF and related entities in a timely and cost effective manner (this is expected to be a limited element of the role).
- (10) To receive incoming enquiries and telephone calls - dealing promptly and courteously with enquiries and ensuring high quality customer service at all times.
- (11) To assist the Finance Director and provide support as required within the finance team and to undertake as requested other duties as may reasonably be expected.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

Based at Church House Rotherham

35 hours per week (1 FTE) (Part time minimum 0.6 FTE will be considered)

PERSON SPECIFICATION: FINANCIAL AND SYSTEMS ACCOUNTANT

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good general education to degree level or equivalent • Formal accounting qualification (e.g. ACA/ACCA/CIMA). 	
Experience	<ul style="list-style-type: none"> • Management reporting in a non-profit making organisation • Experience producing detailed presentations and financial reports detailing trend analysis, forecasting and cost-benefit analysis. • Preparation of statutory accounts for a non-profit making organisation. • Accounting system development and report writing creation skills. 	<ul style="list-style-type: none"> • Experience of using XLedger Accounting Software • Good understanding of the important issues faced by the Church, its structures and culture, and of the overall financial organisation both of the Diocese and of the Church nationally • Understanding of charity and fund accounting
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to plan, organize and prioritise effectively, in order to achieve targets and meet deadlines • Strong presentational skills and ability to promote the Diocese's work with a wide range of individuals and external contacts • Ability to communicate complex financial information to both committee members and PCCs • Strongly IT literate and highly proficient in the use of Excel and data manipulation tools. • Ability to interpret relevant information, analyse complex data, review alternative solutions and come to well-informed conclusions 	<ul style="list-style-type: none"> • Experience of managing payroll processes either internally or with a payroll bureau.
Personal	<ul style="list-style-type: none"> • Strong people skills, fair minded and able to communicate well to a variety of audiences • Team player, willing to share in key decision making 	<ul style="list-style-type: none"> • An understanding of the ethos and mission of the Church of England and of its structures • Willingness to work flexibly • Willingness to learn new skills