



THE CHURCH  
OF ENGLAND  
DIOCESE OF  
WORCESTER



Diocese Of Worcester  
Director of Finance

## Job Role & Responsibilities

### Director of Finance

#### Role

To lead the Diocesan Finance Function in delivering the financial strategy. Strategic elements of the role include proactively managing change in the financial and management systems and processes; and providing professional management information to enable the DBF to exercise good stewardship over the resources entrusted to it. The role also has oversight of the operational financial functions including statutory reporting and compliance.

#### Background

The Worcester Diocesan Board of Finance services the Church of England across Worcestershire and Dudley. Within the diocese there are 272 churches in 169 parishes. This is a challenging role, with complexity in both the financial and organisational structures. The total assets of the Diocesan Board of Finance are £85 million made up of around £70 million of endowments (property, investments and parsonages) and £10 million of unrestricted reserves. There are a range of Diocesan Trust Funds with around a further £14 million of assets.

The annual expenditure budget of the Diocesan Synod for 2023 was £8.2 million. Parishes within the diocese spend around £13 million each year.

The Diocese has recently approved priorities for us to move towards our vision of growing as Kingdom People over the next eight years. These are leading us to seek significant national investment as well as using a proportion of our reserves through Total Return.

### Relationships

#### Responsible to:

Diocesan Secretary  
(CEO of the Diocesan Board of Finance,  
Chief Operating Officer of the Diocese)

#### Working Relationships: (both internal and external)

##### Internal

Diocesan Secretary  
Bishop's Staff Team  
The Chair and Directors of the DBF  
Finance and Resources Committee  
Audit, Risk and Challenge Committee  
Diocesan Synod  
DBF Senior Leadership Team  
DBF Team Leaders

##### External

Deanery and Parish Treasurers  
Diocesan Clergy and lay leaders  
Professional Advisers inc. Statutory Auditors  
National Church Institutions  
HM Revenue and Customs

#### Management Responsibility:

For finance team of four plus the  
Stewardship and Resources team of two.

## Job Description

### Principal Responsibilities:

- Exercise oversight and control of the Diocesan finances and provide advice on current and future financial strategy and policy.
- Be responsible for the proper financial and accounting operations of all funds of the Worcester Diocesan Board of Finance.
- Be responsible for the management, integrity and oversight of a large number of trust funds vested in the board, including parochial trusts on behalf of parishes across Worcestershire and Dudley.
- Be an active and participatory member of the DBF Senior Leadership Team
- Provide effective communication of financial information to the Synod, Bishop's Council, Finance & Resources Committee, HMRC, Diocesan trustees, and other stakeholders including deaneries and parishes.
- Provide leadership, advice and support for DBF team leaders and budget holders regarding finance matters, processes and reporting.
- Manage the implementation of investment strategies for Diocesan Assets, working with Glebe Agent and investment advisers as appropriate to develop those strategies.
- Provide oversight and further imbedding of our new finance systems and policy as required
- Enable Bishop's Council members and others responsible for governance to exercise wise stewardship over Diocesan assets by provision of analysis, reporting and training.
- Compliance with all statutory and other financial reporting requirements, including being the link with Companies House and the Charity Commission.
- Team leadership of the finance function to ensure quality team working, resilience and effective controls.
- Advise Churches, Parochial Church Councils (PCCs) (especially treasurers) and deaneries on financial matters.

### Principal Tasks:

- Develop and implement budgetary and financial plans and policies that effectively deliver the overall Diocesan strategy.
- Identify risks and decide on procedures and methods to monitor and mitigate adverse financial effects of these risks to the assets and liabilities of DBF.
- With the Diocesan Secretary, decide on the appropriate form and content of the financial reports to Finance and Resources Committee and Bishop's Council.
- Be Secretary (DBF Lead) to the Audit, Risk and Challenge Committee.
- Oversee the calculation, allocation and communication of Ministry Share and the collection, monitoring and reporting processes, working with the Diocesan Stewardship & Resources Officer.
- Manage the treasury function of the DBF and its relationships with the managers selected to manage the diocesan investments and glebe portfolio, including monitoring their performance.
- Take a lead on IT, managing the DBF's external service provider.
- Engage with Parish Treasurers around the diocese, providing periodic training and updates, and training for new treasurers.
- Deputise for the Diocesan Secretary on financial matters during their absence.
- Engage with the National Church, the Inter Diocesan Finance Forum, colleagues in other dioceses and other professional bodies to enable the DBF to adopt best practice.
- Take a proactive approach to continuous professional and personal development of self and team.
- Carry out such other duties as may be required by the Diocesan Secretary to secure the smooth operation of the diocesan administration as a whole.

## Person Specification

### Knowledge, Skills and Experience:

#### Education and Financial Experience

- Recognised professional finance or accounting qualification.
- Operated successfully in a senior finance role of a significant organisation in the financial, business or charitable sector.
- Experience and expertise in charity accounting and governance.
- You will have managed the annual process and delivered the statutory accounts of an charity or institution of similar size.

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#### Leadership and Management

- Ability to think strategically and contribute to diocesan planning.
- A leader and enabler who can motivate individuals in the finance team.
- A demonstrable team player with a collaborative and open working style.
- An agent for change.

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#### Legal knowledge

- Knowledge of the Companies and Charities Acts, particularly as they relate to reporting requirements in corporate statutory accounts.
- Knowledge of charity law, trustees financial and other responsibilities, and of Charity Accounting requirements.
- Understanding of U.K. taxation, including Income Tax, Gift Aid, and VAT.

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#### Personal attributes and skills

- Able to work under pressure with a flexible attitude, organised, comfortable with some ambiguity and able to see projects and tasks to completion working to deadlines. In a small team, the postholder will need to be pragmatic and willing to be 'hands-on'.
- Able to relate well at all levels, an excellent communicator of complex financial issues in a form that is accessible to all, both in writing and orally.
- Ability to build and maintain collaborative working relationships in a complex setting and wide range of stakeholders.

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#### Other

- Excellent IT skills using Microsoft Office applications.
- Advanced working knowledge of current financial IT systems.
- Acting with integrity and in accordance with Christian beliefs and values.
- Be prepared and willing to work outside normal office hours, including evenings and occasional Saturdays as necessary.
- Be able to travel regularly, widely and flexibly in both the rural and urban parts of the Diocese. A current driving licence and access to own vehicle is essential unless suitable alternative arrangements can be made.

#### It will also be desirable for the successful candidate to have:

- Knowledge of issues and practice relating to accounting by churches.
- Knowledge of and preferably experience of church organisations (e.g. PCCs).
- Knowledge of Church of England administrative structures and operations.

Safeguarding training level: basic

## Benefits and How to Apply

- Salary:** £70,875 (full-time) plus a generous non-contributory pension
- Hours:** Monday to Friday (35 hours) with some work outside normal office hours, including evenings and occasional Saturdays as necessary.
- Holiday:** 25 days plus 13 further days including 8 bank holidays (full-time)
- Location:** Hybrid working – home and office based (central Worcester).  
This post will involve travel around the diocese occasionally.  
A current driving licence is essential unless suitable alternative arrangements can be made.
- To apply:** Please email your CV together with a covering letter providing evidence of how you meet the essential skills and experience we require (as outlined in the person specification) to [hrteam@cofe-worcester.org.uk](mailto:hrteam@cofe-worcester.org.uk). This is an agile vacancy and, as such, may be closed with no notice so if you are interested please apply immediately.

The Church of England is for everyone, and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese. We welcome all applications from interested and suitably qualified people, and particularly welcome applications from those of UK Minority Ethnic / Global Majority Heritage and People with Disabilities and women, who are underrepresented at this level in our team.

