



DIOCESE OF **Hexham & Newcastle**

Finance Manager



Candidate Pack

INTRODUCTION

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. There are 156 schools serving 54,000 pupils and their families. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

Diocesan Values

Integrity | Respect | Trust | Service | Compassion



FINANCE MANAGER

Job Description

The Finance Department of the Diocese of Hexham and Newcastle serves in the management of Diocesan assets for the purposes of its charitable objects. The primary role of the Finance Manager is to run the day-to-day function of the Finance team, liaising with Parishes, Departments and Vicariates, to provide accurate and timely financial management information. A significant role for the Finance Manager is to provide support to parish clergy, employees and volunteers. This role is crucial for maintaining financial transparency, accountability and sustainability, while fostering a culture of responsible fiscal stewardship within the Diocesan community.

Duties and Responsibilities

- Provide financial guidance, training, and support to parish Clergy, employees and volunteers, including Parish Finance Committees
- Oversee the consolidated management accounts for the Diocese, with a focus on parish information, including commentary and reporting to the Head of Finance
- Take a lead in preparing the annual statutory accounts
- Coordinate and manage the external audit, working closely with auditors to provide necessary documentation and information
- Collaborate with stakeholders within the wider Diocese to build strong relationships and aid the flow of financial communication
- Develop, implement and monitor internal controls to safeguard Diocesan assets, including regular internal audits and health checks
- Quarterly accounting of Diocesan investments, ensuring reconciliation to investment managers' reports
- Assist the Head of Finance in producing the annual budget and 5 year forecasts
- Oversee all day-to-day financial accounting, including the maintenance of accurate and up-to-date financial records
- Ensure all balance sheet reconciliations as performed by the team are completed in a timely and accurate manner
- Manage the Diocesan treasury and cash function, ensuring the most effective use of cash reserves



Job Description

- Produce reports, reconciliations and ad hoc analysis as requested
- Undertake full line management responsibilities for the Management Accountant, Finance Officer and Finance Assistant
- Be the deputy to the Head of Finance

Personal Specification

Essential Criteria

Education

- Qualified with a CCAB recognised qualification

You must have:

- Substantial experience of leading and managing teams, fostering collaboration and effective teamwork
- Demonstrable experience of collaborating with non-financial personnel, including volunteers
- Substantial experience of running the day-to-day function of the finance team
- Substantial experience of producing consolidated management accounts
- Significant experience of producing annual statutory financial statements
- Experience of leading the annual audit process
- Significant experience of leading departmental financial health checks and process reviews
- Excellent IT skills
- Excellent verbal and written communication skills, including the ability to explain financial information to non-financial stakeholders
- Excellent Interpersonal skills
- Effective team working and collaboration skills
- Ability to work to deadlines with accuracy and attention to detail
- Ability to act and operate independently with minimal daily direction from the line manager to accomplish objectives
- Ability to work collaboratively with all stakeholders, key to which are clergy, employees, volunteers and external agencies
- Strong analytical and problem-solving skills to address financial challenges effectively



Personal Specification

Essential Criteria continued

- Ability to adapt to the unique needs and challenges of a faith-based organisation
- High ethical standards and a commitment to honesty and transparency in financial management
- A Full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK
- Flexibility to attend meetings and events outside regular working hours
- Commitment to continuous professional development and staying updated on financial regulations and best practices
- Commitment to Diocesan safeguarding policies and procedures

Desirable Criteria

It will be good, but not essential, if you also have:

- Experience of accounting for investments
- Experience of working in a not-for-profit organisation
- Experience of producing annual budgets and forecasts
- Experience of working with parish finances
- Knowledge of parish finance

The post-holder must also be conscientious and loyal to the Mission, aims and objectives of the Diocese, always having regard to its Catholic character



PAY AND CONDITIONS

Salary

£50-55,000 pa depending on experience and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, generally 8.30am to 4.30pm. Hybrid working is available

Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

Benefits

- Holidays: 30 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

APPLICATION PROCESS

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with examples of how your skills and experience would enable you to fulfil your duties and responsibilities
- A CV, including the names of two people we may approach for professional references
- Please send these by email to human.resources@diocesehn.org.uk

If you would like to discuss the role, please contact Beverley Warrington, Head of Finance by email beverley.warrington@diocesehn.org.uk or telephone 0191 2433300. For further information on the Diocese of Hexham and Newcastle and the Department for Finance visit www.diocesehn.org.uk

Deadline for applications: 8 November 2024



OTHER INFORMATION

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

Safeguarding

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

Data Protection

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website www.diocesehn.org.uk

Registered Charity Number 1143450

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Better Health
at Work Award
Bronze Award

