



DIOCESE OF **Hexham & Newcastle**

Management Accountant



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



MANAGEMENT ACCOUNTANT

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. You will be responsible for the preparation of management accounts and balance sheet reconciliations, as well as supporting the accounts payable and receivable functions, and conducting ad hoc financial analysis to support the financial activities of the Diocese.

Duties and Responsibilities

- Facilitate and complete the monthly close procedures including journals, accruals and prepayments
- Prepare the monthly management accounts, variances and key metrics
- Ensure all the Balance Sheet reconciliations are completed in a timely and accurate manner
- Prepare and account for investments and fixed assets
- Proactively manage the trial balance to ensure accuracy and liaise with stakeholders as necessary
- Business partner with departments and vicariates
- Produce reports, reconciliations and ad hoc analysis as requested
- Maintain the trial balances for all restricted fund entities
- Maintain the integrity and accuracy of the general, sales and purchases ledgers
- Provide significant support with the year-end statutory audit
- Review the financial processes and procedures within the Diocese
- Develop, implement and monitor internal controls
- Carry out any other duties or responsibilities as may be reasonably requested by the Head of Finance or line manager

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



Personal Specification

Essential Criteria

Education

- Qualified or part-qualified with a CCAB recognised qualification

You must have:

- Experience of producing management accounts and preparing commentary on variances to budget
- Experience of developing processes and procedures
- Excellent IT skills
- Excellent Interpersonal skills
- Effective team working and collaboration skills
- The ability to work to deadlines with accuracy
- The ability to act and operate independently with minimal daily direction from line manager to accomplish objectives
- The ability to work collaboratively with all stakeholders, key to which are clergy, parishes, staff and external agencies
- Effective problem-solving skills
- A full driving licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK

Desirable Criteria

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

- Experience of working for a not-for-profit organisation
- Experience of performing internal audits, communicating results and supervising change



Pay and Conditions

Salary

£42,549 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

Contract

Permanent contract – 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: 28 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 Kelly Davis, Finance Manager, by email kelly.davis@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: 26 July 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 behaviors 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 the 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

