



DIOCESE OF **Hexham & Newcastle**



Application Pack

Management Accountant

Who are we?

- We are 152 separate Parish Communities, grouped together into 19 Partnerships, within 5 Episcopal Areas
- With an area of 3195 square miles, our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 214,257
- We have 128 Primary, 2 Infant, 2 Junior, 3 First, 1 Middle, and 20 Secondary Schools, with 54,190 pupils
- 151 schools are within 4 Catholic Education Trusts

What will your principal duties and responsibilities be?

As Management Accountant, you will be line managed by the Head of Finance. Your role 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. The role will be responsible for the line management of the Finance Officer.

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
- Deputise for the Head of Finance as required
- Review the financial processes and procedures within the Diocese
- Develop, implement and monitor internal controls
- Undertake full line management responsibilities for the Finance Officer
- Carry out any other duties or responsibilities as may be reasonably requested by the Head of Finance

What skills and experience do you need to apply?

You must have:

- A full or part CCAB recognised qualification
- Experience of producing management accounts and preparing commentary on variances to budget
- Experience of full line management duties
- Experience of developing finance processes and procedures to improve the work of the Department

- Excellent IT skills including Microsoft 365
- Excellent Interpersonal skills
- Effective problem-solving skills
- Effective team working and collaboration skills
- Ability to work to deadlines with accuracy, even when under pressure
- 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, parishes, staff and external agencies
- A Full Driving Licence, access to a car, and willingness to travel throughout the Diocese and sometimes the UK

You must also be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character

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

- Experience of working in a not-for-profit organisation
- Experience of performing internal audits and supervising change

What will we offer you?

- Salary: £40-45,000 pa (depending on experience) and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Full-time – flexible working is available, with occasional evening work as required
- Holidays: 30 days holiday per year plus statutory holidays
- Contract: Permanent – subject to satisfactory probationary period
- Cycle to Work Scheme
- Employee health and well-being support
- Free on-site parking

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

If you would like to discuss the role, please contact Beverley Warrington by email beverley.warrington@diocesehn.org or telephone 07966057992

How can you apply?

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

Critical dates:

Deadline for applications: 6 February

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of qualifications

Diocesan Values Integrity | Respect | Trust | Service | Compassion

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

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