

# Blackburn Diocesan Board of Finance Ltd

## Job Description – Senior Financial Analyst

Based at the Diocesan Offices, Blackburn

**Employer:** Blackburn Diocesan Board of Finance

**Salary:** £24,344.32 per annum

**Hours:** 32 hours per week (0.91 FTE)

**Fixed Term:** Duration 2 Years fixed term

### The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn, and Lancaster, with a total of fourteen Deaneries.

There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

### Background

**The Finance Team** is based at Clayton House, Blackburn and is responsible for the accounting, financial reporting, and basic IT support.

The role will report to the Deputy Diocesan Secretary

There is a high degree of confidentiality in this work.

### Duties:

#### General

- 1) Keep up to date with legislation relating to the finance function that may affect the reporting of financial information and taxation
- 2) Ensure financial records are maintained in compliance with the policies and procedures of the company and that accurate and appropriate recording of income and expenditure occurs.
- 3) Respond to any queries and requests for other staff members and external bodies in a customer focussed manner.
- 4) Assist at Diocesan events which may require occasional evening and weekend working
- 5) Support the finance team as required and especially in relation to IT issues and development of the accounting software.

#### Financial Management

- 6) Support on budget planning and forecasting activities for the National Church bid 2023 Mutual Financial Flourishing
- 7) Collaborate on the design and running of reports for on XLedger, implementing changes and training users across the DBE, DBF and DBE Services
- 8) Provide support to Financial and Management Accountant (DBF) on all project claims for National Church
- 9) Undertake tasks allocated by the Deputy Diocesan Secretary within the Finance Function to support the team.

### Choir Church

- 10) Undertake project reporting for Choir Church both financial and against targets.

### Person Specification - IT and Financial Analyst

Criteria		Criteria Assessed by:			
		App	Int	Ref	
<b>Qualifications:</b>					
a	ACCA qualification	Desirable	✓		
b	AAT Professional (Level 4)	Essential	✓		
c	Good level of general education – GCSE at English and Maths or equivalent	Essential	✓		
<b>Knowledge &amp; Skills:</b>					
a	Proven ability in accountancy skills (3 years)	Essential	✓	✓	✓
b	Evidence of CPD	Essential	✓	✓	✓
c	Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, Teams Access, planner, Outlook, Accounting software, report writing	Essential	✓	✓	
d	Proficiency with a range of accounting software to produce reports and manage accounts	Essential	✓	✓	
e	Knowledge of SharePoint and power automate	Desirable	✓	✓	
f	Ability to produce management accounts	Essential	✓	✓	
g	Knowledge of Charity Accounting	Desirable	✓	✓	
h	Knowledge of VAT	Essential	✓	✓	
i	Knowledge of Charity/ partial exemption VAT	Desirable	✓	✓	
j	Knowledge of Accounting computer systems	Essential	✓	✓	
k	Knowledge of Accounting computer systems	Essential	✓	✓	

l	Ability to model budgets and relate these to overall company performance	Essential	✓	✓	
m	Knowledge of xledger accounting systems	Highly Desirable	✓	✓	
n	Knowledge of finance legislation and compliance with it	Essential	✓	✓	
o	Understanding of year-end accounting, audit processes and statutory accounts	Essential	✓	✓	
p	Able to deal with queries and resolve on own initiative	Essential	✓	✓	
q	Able to carry out work of a confidential nature	Essential	✓	✓	
r	Good communication and interpersonal skills	Essential	✓	✓	
s	Able to support non-finance staff in the production of financial information	Essential	✓	✓	
t	Willingness to accept responsibility, take initiatives, be imaginative and adaptable and to work as part of a team	Essential	✓	✓	
u	Ability to work in a pressurised environment and to meet deadlines by prioritising work.	Essential	✓	✓	
v	Good organisational skills	Essential	✓	✓	
<b>Criteria</b>		<b>Criteria Assessed by:</b>			
		<b>App</b>	<b>Int</b>	<b>Ref</b>	
<b>Attitudes and Values:</b>					
a	Respect and facilitate the aims of the Charity	Essential	✓	✓	
	An understanding of the Church of England	Desirable	✓	✓	
b	A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working	Desirable	✓	✓	
c	A positive attitude towards training and development	Essential	✓	✓	✓
d	Willingness to work flexibly and outside office hours ( <i>time off in lieu</i> )	Essential	✓	✓	

## Outline of Terms and Conditions

**Employer:** Blackburn Diocesan Board of Finance

**Salary:** £24,344.32 per annum

**Hours:** 32 hours per week (0.91 FTE)

**Fixed Term:** Duration 2 Years fixed term

**Location:** The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

**Pension:** Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

**Annual leave:** Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part-time employees. The holiday year runs from 1 January to 31 December.

**References:** Appointment will be subject to the receipt of satisfactory references.

**Probationary period:** The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give three months' notice should you wish to resign.

**Expenses:** Working expenses are paid at the diocesan rates.

**Right to work:** The post-holder must have the right to reside and work in the UK.

**Diversity - The Board of Finance believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds**

**The Board of Finance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment**

### **Next Steps**

For an informal conversation regarding this post please contact Ruth McGaughey, Deputy Diocesan Secretary [ruth.mcguaghey@blackburn.anglican.org](mailto:ruth.mcguaghey@blackburn.anglican.org)

### **How to apply**

Please visit the general vacancy website by following the link below to apply

[General vacancies | The Diocese of Blackburn \(anglican.org\)](#)