

## Role Profile

<b>Job Title</b>	Project Accountant
<b>Contract</b>	Part-time
<b>Salary</b>	£21,010 pa plus excellent benefits (FTE: £35,017)
<b>Hours</b>	21 hours per week
<b>Primary Staff Team</b>	Finance & Giving
<b>Reports to</b>	Head of Finance and liaising with Strategic Programme manager

## Job Purpose

This role will oversee our strategic projects, ensuring that sufficient cash is available for expenditure planned in the pipeline. This will involve liaising with both parishes, diocesan staff and National Church.

Advanced excel skills will enable the post holder to particularly flourish in this role.

In addition, the post holder must exhibit meticulous attention to detail and ability to ask questions where currently held information does not meet the audit standard.

## Key Responsibilities

1. Responsible for the restricted strategic funds of the diocese – preparing monthly reports and year end schedules.
2. Proactively reviewing income and expenditure within the portfolio of restricted funds ensuring full utilisation against unrestricted expenditure.
3. Analysing all project expenditure against project budget and providing commentary on material variances.
4. Preparing forecast for project income and expenditure and cashflow forecast for all projects.
5. Supporting the team in the planning, preparation, and delivery of statutory reports, publications, internal and external audits, and the Annual Report and Accounts within agreed timetables.
6. Looking after project records and contracts to ensure terms are adhered to.
7. Submitting draw-down claims to funders in a timely manner that assists healthy cashflow.
8. Processing cost allocation journals ensuring that all accounting entries are supported by working papers for analytical review and audit.
9. Providing regular reports to the management team as well as creating ad hoc reports as requested.
10. Providing support, assistance and cover across the wider Finance team to manage team absences and peak periods, which may include hands on support and/or managing additional financial responsibilities and staff.
11. Assisting Strategic Programme Manager with writing budgets for new project proposals and project variation papers.

*This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes including the team context may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general*

*nature of your post. You will be consulted about any changes to your job description before these are implemented.*

### **Contact with others**

**Internal** All departments of Diocesan House, the Bishop's Office, Finance and Assets, Diocesan Synod, Chair of the Board of Finance.

**External** All diocesan Parishes, Clergy and Deaneries, HMRC, Diocesan Auditors, Deanery and Parish Treasurers, Bankers, Inter-Diocesan Finance Forum.

### **Contract, Salary and Benefits**

- Temporary Contract, approximately January 2025 to end December 2025
- 21 - hour week
- 15% employer pensions contribution
- Generous life insurance.
- 24 days annual leave (pro-rata) + Christmas closure and Bank Holidays
- Birthday Leave
- 1 Wellbeing day per annum.
- Central Canterbury location with free parking

### **Essential**

#### **Desired Qualifications:**

- Degree or professional equivalent in finance, accounting, or a related field (e.g., ACCA, CIMA) highly desirable.

#### **Financial Expertise:**

- Experience of year end schedules preparation and project report writing.

#### **Analytical and Communication Skills:**

- Excellent problem-solving abilities, proactive in reviewing balance sheet reconciliations and clearing or/allocating balances.
- Ability to interpret financial entries to understand the nature of the financial transactions.
- Exceptional communication skills, effectively liaising with other finance team members, and senior staff.
- Excel at advanced level to include pivot tables, sumif/sumifs and vlookups.

#### **Management and Organisation:**

- Demonstrated ability to manage multiple tasks and priorities, meeting deadlines.
- Detail-oriented approach to ensure accuracy and completeness in financial records and reports.
- Thorough understanding of financial regulations and compliance requirements.
- Ability to propose improvements to financial procedures and operations.

- Sound judgment in complex financial issues and discussions.
- Right to work in the United Kingdom.

#### **Diocesan Ethos:**

- To be a person in sympathy with the mission and ethos of the Christian Church, the Church of England, the Diocese of Canterbury and the vision and values of our church schools.

#### **Equalities and Diversity**

We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential whatever their circumstances.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

#### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

#### **Safeguarding**

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>  
If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal

#### **Circumstances**

The successful candidate may need to work very occasionally on evenings and some weekends (including some Sundays) but would accrue time off in lieu.

The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.

#### **Data Protection and Security of Information**

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

**Health and Safety**

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.