

Management Accountant

APPLICANT BRIEFING PACK

February 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England’s South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

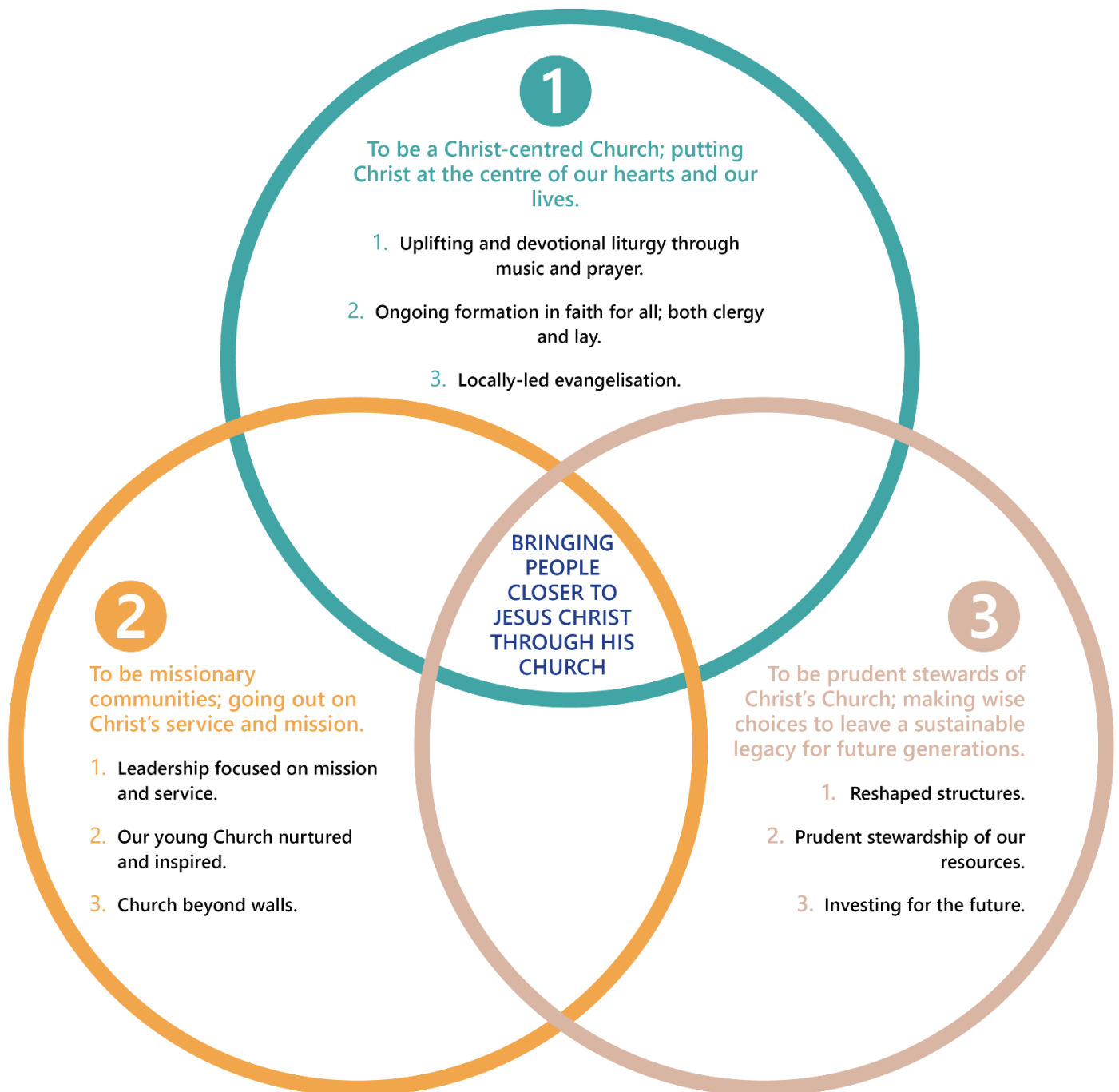
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

To work closely with and support the Head of Finance in the production of meaningful financial information to allow the business of the Diocese including its parishes to be managed efficiently and effectively.

Responsibilities

Key accountabilities:

- Ensure that management accounts are produced on a monthly basis for CDP, including commentaries where appropriate with an update of actions taken in the month.
- Ensure that any accruals and prepayments are posted to allow the production of the accounts as highlighted above.
- Prepare meaningful cash flow forecasts and statements for CDP.
- Provide monthly reports on the cash position of the diocese, including a commentary to be included in the financial reports to the Board of Trustees.
- Support parishes with the implementation, training and ongoing support of Xero, the financial reporting system.
- Work with Parish Priests, Administrative staff and volunteers in the parishes to put together management information, annual budgets and forecasts.
- Act as a Business Partner for parishes and pastoral areas to assist them in developing strategic plans for the maximising income and minimising costs whilst delivering the agreed mission of the Church.
- Assist parishes in understanding, applying and implementing Diocesan Finance Policies.
- Work with the Diocesan Property Team to ensure that the details of the Quinquennial Inspection report are incorporated with the budget and forecasts for the parishes.
- Work on the reporting requirements from the parishes, including the management of Gift Aid reports and the submission of Annual Returns.
- Support the production of annual statutory accounts for the Diocese and its subsidiaries and all other statutory returns.
- Liaise with external auditors as required.
- Ad hoc duties as required by the Head of Finance or Director of Finance.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder for duties commensurate with the role. Any changes will be agreed in conjunction with the Director of Finance.

Experience & Skills Required

	ESSENTIAL	DESIRABLE
Qualifications and training:	<ul style="list-style-type: none"> Chartered status of a professional accountancy body (i.e. CCAB qualified). Evidence of ongoing professional development. 	
Experience:	<p>Significant experience of:</p> <ul style="list-style-type: none"> working as a Management Accountant in a complex organisation. managing financial information, cash flow, account reconciliation etc. working with non-financial staff to ensure the delivery of agreed financial objectives. 	<p>Such experience may have been obtained in a</p> <ul style="list-style-type: none"> charitable organisation Faith-based organisation
Knowledge and skills:	<ul style="list-style-type: none"> Strong interpersonal skills to enable effective communication with a wide variety of people including Trustees, colleagues, clergy, parishioners, volunteers and representatives of external organisations. An efficient approach to delivering tasks with a high level of attention to detail. The ability to analyse financial issues and to interpret complex information and to offer sound, reliable professional advice. Commercial awareness with the ability to achieve value for money. Excellent IT skills which may include Microsoft Office particularly Excel and other finance software. Openness to working with new systems and software for which training will be provided. 	<ul style="list-style-type: none"> Knowledge and experience of using: <ul style="list-style-type: none"> Business Central Xero software Knowledge of the values and teachings of the Roman Catholic church
Personal qualities:	<ul style="list-style-type: none"> The ability to remain motivated and resilient and inspire high levels of motivation in others and work effectively as part of a team. The ability to think and act creatively and collaboratively. A flexible, can-do and proactive approach with the ability to contribute to the development of the department and to support the wider aims of the diocese. Excellent time management skills with the ability to organise and prioritise the workload to meet deadlines for themselves and others in their team. The ability to represent the ethos and objectives of the Diocese to specialists such as auditors and banking representatives and be able to communicate, negotiate and manage such professionals engendering these ideals and ensure that projects are managed with integrity. Driving licence and access to a vehicle. 	

Salary, Benefits & Location

This role will be working 37.5 hours per week

Base Salary = £40,000 - £45,000 dependent upon experience

This role is based at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA, with regular travel to various parts of the Diocese.

25 days holiday plus bank holidays.

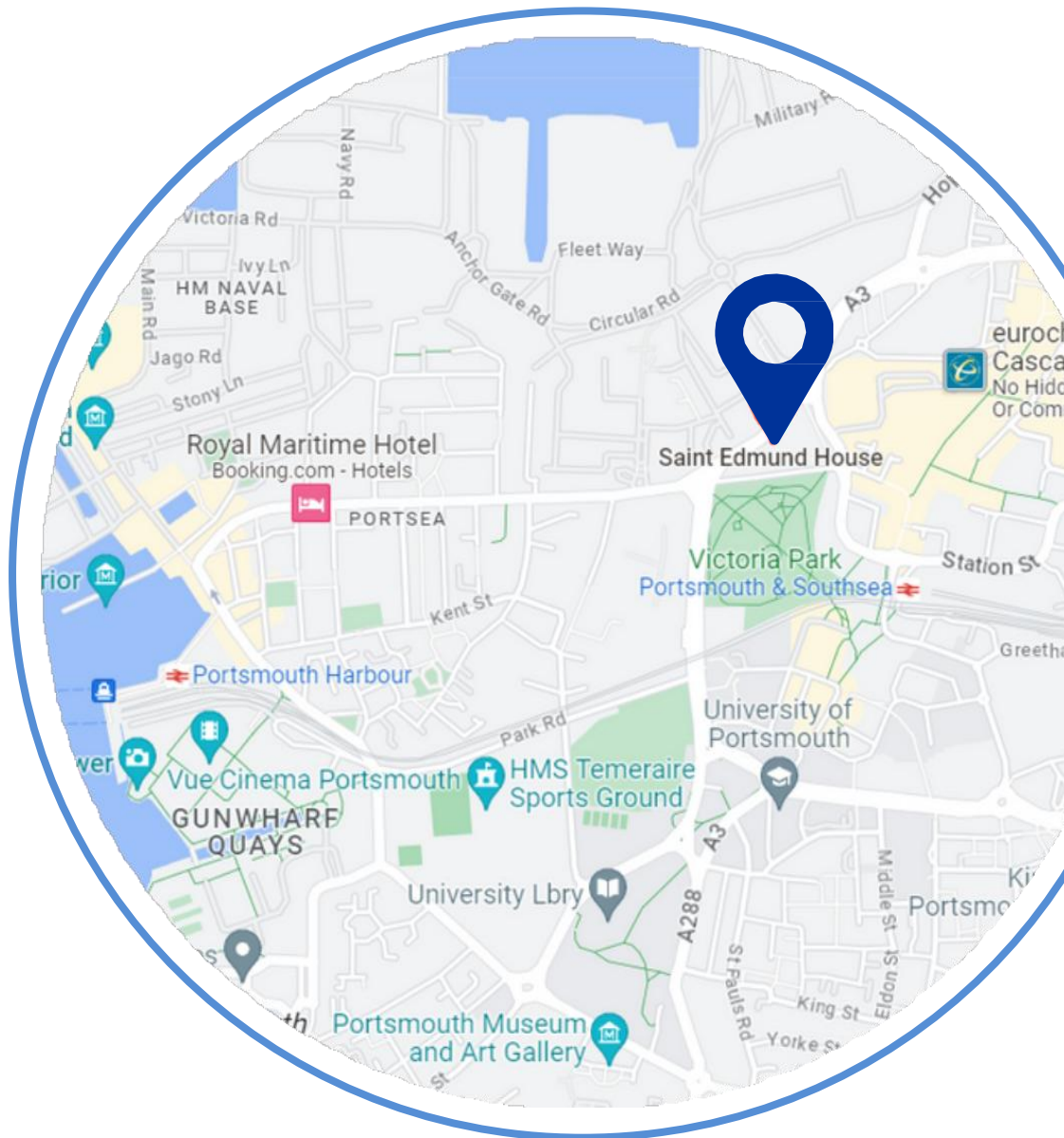
Life Assurance with Unum.

Contributory pension scheme with Scottish Widows.

Free Parking is available onsite.

Head Office

St. Edmund House
Bishop Crispian Way
Portsmouth
PO1 3QA,
United Kingdom



Interview Process

Initial Screening

Stage 1 – Online Interview & In-tray task

Stage 2 - Interview in person onsite with team

Interview Stages

- **Stage 1**

Stage 1 Interviews are to be conducted online via Teams comprising of:
In-tray exercise lasting 30 minutes including:

- An Excel-based task
- An analysis of a set of accounts
- To consider and prioritise a series of emails

And a first stage interview with the Interview Panel lasting 30 minutes

- **Stage 2**

Interview to be held in person at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA with the Interview Panel lasting 60 minutes.



Application Information

For an informal discussion or more information about this role, please contact recruitment@portsmouthdiocese.org.uk

Please send an up to date CV outlining your experience and suitability for the role to recruitment@portsmouthdiocese.org.uk

Early applications for this role are recommended, as applications will be reviewed and evaluated upon receipt.

Closing date for applications: Sunday 2nd March 2025.

Interview Information

You will be notified as soon as possible, should we wish to progress your application by inviting you to an interview. Please refer to sections Interview Process and Interview Stages for more information.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of satisfactory references including two employment references, provision of relevant certification of qualifications and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

This position is subject to the completion of an initial probationary period of six months.

Please note for this role a driving licence and access to a vehicle will be required, along with the ability to travel regularly to various parts of the Diocese.