



# DIRECTOR OF FINANCE

## Job Description

<b>Job Title</b>	Director of Finance
<b>Department</b>	Department of Support and Administrative Services
<b>Reports To</b>	Chief Operating Officer (COO)
<b>Number of Direct Reports</b>	7 (includes payroll manager)
<b>Number of Indirect Reports</b>	1 IT support provided by external support provider
<b>Contract Type</b>	Permanent
<b>Hours of Work</b>	Full-time, 37.5 hours per week (Monday to Friday). Some out-of-hours work may be required.
<b>Location</b>	St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA
<b>Travel Requirement</b>	Travel to parishes and diocesan meetings, including the Channel Islands, which may require overnight stays.

### 1. Overall Job Purpose

The Director of Finance is a key member of the Senior Leadership Team, responsible for strategic financial leadership and ensuring the financial sustainability of the Diocese. This role encompasses treasury management, investment strategy, risk management, IT oversight, and long-term financial planning. It also involves leading and developing a resilient and professional finance team.

The Director of Finance must balance financial prudence with pastoral priorities, fostering trust with clergy, lay leaders, and stakeholders while driving financial and operational efficiencies.

### 2. Key Stakeholders

#### Internal:

- Bishop
- Chief Operating Officer (COO)
- Diocesan Trustees and Committees (including the Finance, Audit & Risk Committee and Investment Committee)
- Senior Leadership Team (SLT)

- Vicariate Leaders
- Parish Priests, Employees & Finance Committees
- Diocesan Finance Team

**External:**

- Parishioners & Donors
- Investment Advisors & Fund Managers
- Banks & Financial Institutions
- External Auditors
- Regulatory Bodies (including the UK Charity Commission, Guernsey Registry, Jersey Charity Commission, HMRC)
- Diocesan Schools Office & School/Academy Leaders
- Legal Advisors
- Suppliers & Contractors

### 3. Key Responsibilities

- **Strategic Financial Leadership**
  - Develop and implement a financial strategy aligned with the Diocese’s mission and long-term objectives.
  - Provide financial analysis, forecasting, and risk management to support strategic decision-making.
  - Ensure compliance with Canon Law, UK financial regulations, and charity law across all jurisdictions.
  - Advise the Bishop, COO, Trustees, and key leaders on all aspects of financial management.
  - Attend senior board and committee meetings presenting clear and insightful financial reports.
- **Treasury & Investment Management**
  - Oversee treasury operations, ensuring effective cash flow management and financial sustainability.
  - Lead on investment strategy, working with the Investment Committee and external advisors to maximise ethical and responsible investment returns.
  - Regularly review Restricted and Designated Funds to ensure compliance with Diocesan policies and procedures for such funds.
- **Leadership of the Finance Team**
  - Provide strong leadership, fostering a culture of excellence, accountability, and continuous improvement.

- Develop and mentor finance staff, ensuring they have the skills and support needed to succeed.
- Ensure the efficient operation of financial systems, budgeting, reporting, and internal controls.
- Promote collaboration across diocesan departments, ensuring effective financial stewardship at all levels.
- **Financial Oversight, Risk Management & Investigations**
  - Oversee fraud risk management, implementing robust controls to identify, prevent, and address financial irregularities, particularly in parish accounts.
  - Develop and maintain a Financial Risk Register, identifying and mitigating key risks across the Diocese, including fraud, liquidity, compliance, and operational risks.
  - Regularly review and update the Risk Register, ensuring risks are assessed, mitigated, and reported to senior leadership and trustees.
  - Establish and implement risk management strategies, embedding a culture of financial accountability across the Diocese.
  - Provide audit support and financial guidance to parishes, ensuring adherence to best practices and regulatory requirements.
  - Lead the development of annual budgets, ensuring alignment with diocesan strategy and long-term financial sustainability.
  - Develop and maintain long-term financial forecasts, assessing future income, expenditure, and funding requirements.
  - Lead and manage complex financial investigations, ensuring transparency, accuracy, and compliance.
- **Financial Planning & Parish Support**
  - Provide strategic financial support to parishes, schools, and diocesan agencies, helping them develop long-term sustainability plans.
  - Offer guidance on budgeting, financial controls, and fundraising strategies.
  - Develop and implement financial training for clergy and parish finance teams to improve financial literacy and compliance.
  - Operational & IT Leadership
    - Lead the IT strategy, ensuring digital transformation aligns with financial and operational objectives.
    - Work with IT providers to ensure cybersecurity, data protection, and technology governance.
    - Embed and oversee financial systems and processes, driving efficiency through modern financial software and automation.

- **Payroll**
    - Lead the payroll function working closely with the HR manager to deliver a reliable and accurate service for employees. This will include the effective use of the designated payroll IT system.
  - **Governance, Reporting & Compliance**
    - Ensure full compliance with accounting standards, charity law, and internal policies across all jurisdictions.
    - Delivery of the Financial Annual Report and Accounts to agreed timescales.
    - Develop and update key policies and procedures to ensure financial governance and accountability.
    - Work closely with Trustees, external auditors, and regulatory bodies to maintain transparency and good governance.
    - Implement robust internal financial controls to safeguard diocesan assets and mitigate risks.
    - Develop a standard suite of financial reports to enable informed strategic and operational decision-making for the Board of Trustees and senior leaders.
    - Timely production of monthly management accounts and cashflow analysis
  - **Leadership & Stakeholder Engagement**
    - Act as a trusted advisor to the Bishop, clergy, Trustees, and Senior Leadership Team.
    - Communicate complex financial information clearly and persuasively to both finance professionals and non-experts.
    - Build strong relationships with internal and external stakeholders, ensuring financial decisions support the Diocese's mission.
  - **Other Duties**
    - Undertake any other reasonable duties required by line manager.
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## Person Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Degree-level education (or equivalent professional qualification/experience).</li> <li>• A qualified accountant (ACA, ACCA, CIMA, or equivalent).</li> <li>• Extensive financial leadership experience, ideally within charities, faith-based organisations, or complex institutions.</li> <li>• Proven expertise in treasury and investment management, with experience in ethical investment strategies.</li> <li>• Strong IT acumen, with experience in financial systems, digital transformation, and IT governance.</li> <li>• Excellent leadership and people management skills, with experience leading and developing high-performing teams.</li> <li>• Strong interpersonal and communication skills, with the ability to engage clergy, Trustees, and external stakeholders effectively.</li> <li>• Confident public speaking and presentation skills, with the ability to deliver complex financial information in an engaging and accessible manner.</li> <li>• Exceptional written communication skills, with the ability to produce high-quality financial reports and strategic documents.</li> <li>• Knowledge of and commitment to the teachings, values, and mission of the Catholic Church.</li> <li>• Strategic thinker, with the ability to balance financial discipline with pastoral priorities.</li> <li>• A full, clean UK driving licence, with the ability to travel across the Diocese, including the Channel Islands.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of Canon Law, charity governance, and ecclesiastical structures.</li> <li>• Experience working in a faith-based or mission-driven organisation.</li> </ul>

<b>Date of Completion of Job Description:</b>	14.03.2025
<b>Job Description Content Creator:</b>	Heather Hauschild