



THE CATHOLIC DIOCESE OF ARUNDEL & BRIGHTON

Role: Finance Manager, full-time, permanent

Salary: £60,000 to £65,000

Reporting to: Chief Operating Officer

Location: The St Philip Howard Centre, Crawley

Application deadline: 18 September

Interview: 23 September in Crawley

About Us

The Diocese of Arundel & Brighton is a registered charity with care of 250 staff, 180 members of clergy, and many hundreds of volunteers.

The Diocese exists to enable the life and mission of the Catholic Church to flourish across Sussex and Surrey, with its 116 churches and 76 primary and secondary schools places where daily prayer is a natural part of life, the value of each person is recognised, and the riches of the faith are shared.

Job Purpose:

Reporting to the Chief Operating Officer, you will manage five colleagues to oversee the support of cloud-based reporting for 80 parish sites and the delivery of timely, accurate management accounts for central operations based at our Crawley site. You will have a key role in providing high-quality financial reporting to our Trustees and Diocesan Finance Committee (DFC). You'll also lead the team in producing statutory audited accounts, acting as the principal contact for external auditors.

With additional responsibility for cashflow forecasting, VAT (for one subsidiary), and gift aid, this role ensures that the Diocese maintains robust financial governance. While Charity sector experience is a significant advantage in this position, it is your flexible and positive leadership of a diverse staff and volunteer finance community across some 80 sites that will set you apart.

Reporting Lines:

The Finance Manager reports to the Chief Operating Officer, who is a qualified accountant and works closely with the finance team. The team comprises a part-qualified management accountant and four other colleagues, including two apprentices. **Due to the need to supervise**

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and develop the team it is important for the Finance Manager to base their work onsite in the office in Crawley, with opportunities for remote working limited to one day per week.

Principal duties and responsibilities:

- Supervise the other members of the finance team day to day to ensure the smooth running of the Diocesan Finance Office to ensure that it provides effective support for the parishes and produces timely and accurate management information.
- Produce and review monthly management accounts for the central teams, investigating variances to budget and reporting on this (to COO, DFC and budget holders).
- With the COO, preparation of cash flow and capital forecasts.
- Preparation of Charity SORP accounts and audit schedules for the Diocese and a small sister charity (The Friends of Arundel Cathedral).
- Supervise the team's support for day-to-day parish accounting and financial management, including ongoing coaching and troubleshooting for parish treasurers and responding to queries from clergy, volunteer chairs of Parish Finance Committees and other parish staff and volunteers
- Preparation of annual budget, liaison with budget holders, monitoring throughout the year and reporting on budget variances.
- Supervise the team to process accounting transactions and journals including payroll and purchase ledger payments.
- Ensure compliance with HMRC include VAT returns (for one subsidiary) and all HMRC returns.
- Oversee, with the COO, key external relationships:
 - Accounting software provider (AIQ)
 - Bankers
 - Auditors
 - Payroll Bureau
 - Pension Adviser
- Manage payments for school capital works (accounting for public funds).
- Oversee daily monitoring of cash balances and investigation of unexpected movements.
- Oversee day to day administration of 170 bank accounts, a Deposit scheme and the issuing of associated credit cards.
- Managing the calculation and execution of transactions with parishes (dividends, interest, levies, recharges, collection of third-party charitable funds from parish banks accounts)
- Oversee the performance and recording of periodic monitoring and spot checks of parish accounting and compliance.
- Line-management of direct reports including annual performance review.
- With the COO, lead on the development of finance policies within the Diocese, engaging with the wider financial community to roll out effective training and support best practice.

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Essential Knowledge, Skills and Experience

- **A qualified accountant (CIMA, ACCA or ACA) with experience of leading a finance team**
- Educated to degree level or similar
- Significant post-qualification experience (PQE) in senior financial accounting roles, with strong technical expertise.
- Proven track record in producing annual statutory accounts and managing external audit.
- Demonstrable experience leading a finance team, developing and motivating junior colleagues.
- Experience providing and improving management accounts, income and expenditure reports, and cash flow forecasts to support strategic decision-making.
- Demonstrated success in improving processes and enhancing financial controls.
- The successful candidate must be keen to gain knowledge of charity accounting if they do not already have this. Training and support will be given if this is your first charity role.

Willingness and ability to work onsite and travel to all diocesan locations is essential, as is driving.

We welcome applications from people of all backgrounds - the successful applicant does not have to be a Catholic but must be sympathetic towards and supportive of the aims, vision, and mission of the Catholic Church.