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# Ministry Area Finance Facilitator/Maternity Cover Finance Transformation Project Officer (1 year)

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- Job Title:** Ministry Area Finance Facilitator/Maternity Cover
- Reporting to:** Diocesan Treasurer
- Based:** Home working and travelling required for site visits within an assigned Synod/Archdeaconry and occasionally the wider Diocese as required.
- Hours:** This is a full time post, 35 hours per week but with some weekend and evening working for which time off in lieu can be taken
- Salary:** £23,500 - £30,000 depending on experience
- Job Purpose:** To assist Ministry Areas with the transformation of their financial and donor recording systems and workflows. To increase understanding amongst Ministry Area Council trustees of their responsibilities under the Charity Act with a particular focus on their financial management responsibilities. The postholder will contribute to the diocesan vision by implementing required changes to Ministry Area financial and donor systems and workflows, assisting the Diocesan Treasurer with financial trustee training and providing assistance to external auditors. The postholder will also assist Ministry Area Council Treasurers to fulfil their role and assist MAC's with their financial portfolio's including assisting with stewardship matters and working closely with the Diocesan Treasurer to develop archidiaconal financial strategies. The postholder will also ensure that processes and procedures are documented for handover to Synod Bookkeepers for longer term oversight.

## Key Working Relationships

- Diocesan Treasurer
- Archdeacons
- Director of Property & Archidiaconal Property Officers
- Ministry Area Leaders
- Ministry Area Council Trustees including Ministry Area & Church Treasurers
- Ministry Area Finance Committees
- Ministry Area Council Trustees
- External Auditors
- Statutory Ecumenical and Voluntary agencies and partners

## Key Responsibilities

### Systems and Workflows

- Have oversight and understanding of current Ministry Area practices with financial and donor recording systems .
- Leverage the use of MyFundAccounting.online and MyGiving.online within Synods.
- Work with the Diocesan Treasurer in relation to finding and developing streamlined working practices using MFA and MG for Ministry Areas.
- Working with the Diocesan Treasurer, implement a financial consolidation plan for the Ministry Areas.
- Assist Synod Bookkeepers with issues that might arise from the implementation and rollout of new working practices.

### Maintain Financial Records

- Maintain Ministry Area financial records in the MyFundAccounting.online platform.
- Ensure that electronic files relating to those records are stored correctly within the Diocesan Cloud Storage System.

- Assist the external Auditor with Annual Independent Examinations of the Ministry Area records.
- Update donor details and gifts for Ministry Areas in the MyGiving.online platform ready for Ministry Area Trustees to submit HMRC Gift Aid and GASDS claims.

#### Provision of Reports

- Provide reports from the MyFundAccounting.online and MyGiving.online platform for the Ministry Area Trustees, Archdeacons and Diocesan Treasurer as required.
- Provide consolidated finance reports from MyFundAccounting.online for the Annual Trustee Meetings of each Ministry Area along with assisting the Ministry Area Trustees with uploading their Annual Trustee Reports (including the consolidated finance reports) to the Charity Commission Upload Portal.

#### Engagement with External Auditors

- Assist our external auditor to undertake Independent Examinations or Full Audits of Ministry Areas within the Synod.
- Act as point of contact between the external auditor and the Ministry Area
- To assist the Diocesan Treasurer with implementing external auditor recommendations